OFFICE EQUIPMENT *Digest*

Edited for **Purchasing Agents, Controllers and Office Managers**

...in office of one of America's great manufacturing ... tabulating department, Sperry Gyroscope Co.

OCTOBER, 1943

Don't Let Them Forget!

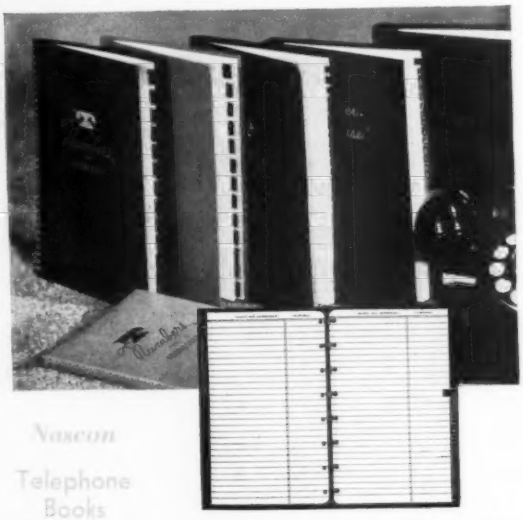
The good will of old customers is going to be a very valuable asset when this war is won! Don't make the mistake of neglecting old business friends simply because you may temporarily be unable to sell them. Remember, they are only human beings, who forget very quickly, and unless you remind them of your continued interest it will be a simple matter for aggressive competitors to step in.

When imprinted with your company's name or trade mark the Nascon Products make good-will gifts that are assured of constant use and lasting appreciation. Ask your local dealer for quantity prices, or write Nascon-At-A-Glance Products today. Orders must be placed at once for holiday delivery.

Nascon

"Week At-A-Glance"

Nascon offers the ever popular "Week At-A-Glance" appointment, calendar and address books in a variety of beautiful simulated leather and gold tooled genuine leather bindings. Offering a complete week of appointments and memoranda at a glance, plus an alphabetical telephone and address section, these books, which are also available in a pocket size, fulfill the present day need for efficient time planning.



Nascon

Telephone Books

The Nascon Line includes these attractive wire-o bound and loose leaf telephone and address books, in a wide range of prices.

Send for Nascon Full-Color Gift Booklet!

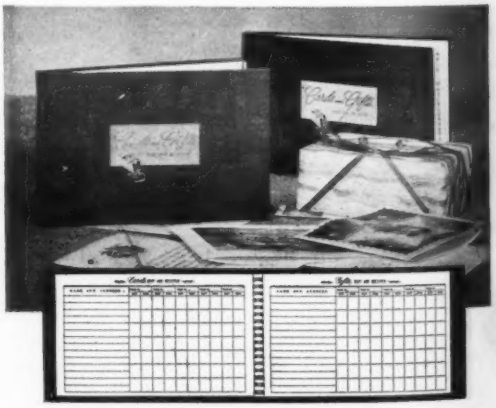
Send today for your copy of the Nascon Gift Booklet which illustrates outstanding gift suggestions in full color.

Nascon

Mondex

A new vest pocket or purse size, wafer-thin, memo, appointment and address book, which includes a saddle leather case, twelve separately bound, perpetual monthly calendar fillers and a separately bound telephone and address filler, alphabetically indexed.

Nascon AT-A-GLANCE Products



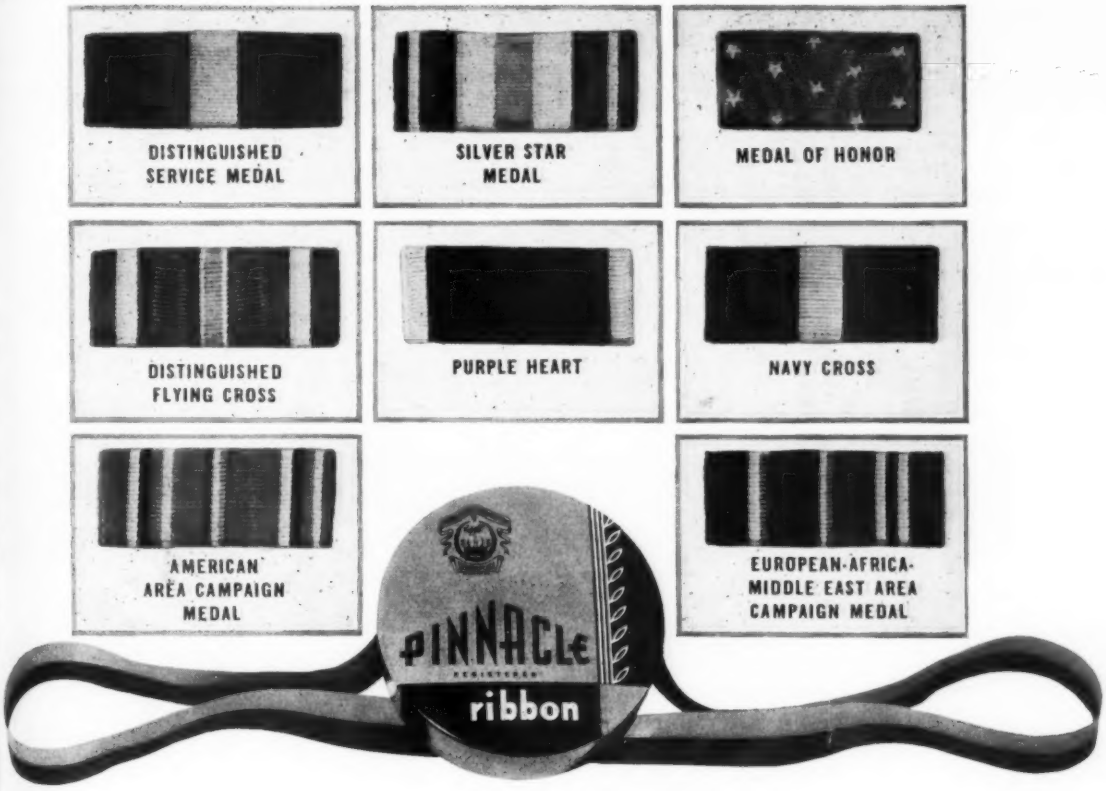
Nascon

Cards and Gifts

A five year alphabetical indexed record of cards and gifts sent and received. A unique gift of unusual utility value.

NASCON AT-A-GLANCE PRODUC

60 EAST 42ND ST. NEW YORK,



RIBBONS FOR SERVICE

These service ribbons acknowledge outstanding performance by men in action. On the home front, too, outstanding performance is recognized.

In keeping a tremendous volume of correspondence and records abreast of roaring production lines, Pinnacle Ribbons and Carbons speed the flow of materials, save time and work. Because of their sharp legibility they assure clear originals and smudge proof carbon copies. Their outstanding *quality* means longer wear, lower costs.

Thus when the "WELL DONE" commendation of a Navy's Flag Officer to his command at the close of an action echoes down through industry. Pinnacle's part of the job is acknowledged by repeat orders in increasing volume, Pinnacle Ribbons and Carbons are made for *your* requirements.

Ask your dealer—or the Columbia office nearest you.

PINNACLE

TYPEWRITER RIBBONS AND CARBON PAPERS

COLUMBIA RIBBON & CARBON MANUFACTURING COMPANY, INC.

Main Office & Factory, Glen Cove, L. I., N. Y.

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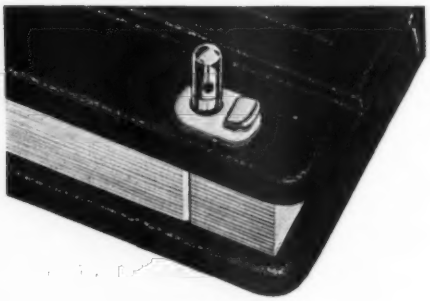
[illegible] Dwight Building, Kansas City, Mo.
[illegible] South LaSalle Street, Chicago, Ill.
[illegible] West Congress Street, Detroit, Mich.
227 East Michigan St., Milwaukee, Wis.
200 Plymouth Bldg., Minneapolis, Minn.
107 Union Street, Nashville, Tenn.
1508 Fox Building, Philadelphia, Pa.
208 Standard Life Bldg., Pittsburgh, Pa.
205 East 6th Street, Cincinnati, Ohio (Harris-Moers Company)
Also: London, Eng.; Sydney, Australia

★

FAULTLESS

THUMLOK

SECTIONAL POST BINDER



. . . . . DUE TO
THE INFLUX OF LETTERS
COMMENDING OUR THUMLOK
• *even users of pre-war models* •
WE FEEL FULLY JUSTIFIED
IN RECOMMENDING IT FOR
EVERY USE REQUIRING A
SECTIONAL POST BINDER

STATIONERS LOOSE LEAF CO.

MILWAUKEE 1, 524 N. Broadway
NEW YORK 3, 114-116 E. 13th St.

★

An Ohio Bank reports:

"We find our pens last three to four times as long since we filled all ink wells with Parker Quink."

Paul G. Hawke, *Auditor*
The Harter Bank & Trust Co.
Canton, Ohio

Quink with solv-x

cleans pens as they write . . .

prevents corrosion . . . insures long life

SOLV-X *in every bottle of Quink... protects pens in 5 ways!*

1. Protects rubber . . . lengthens the life of sac or diaphragm.
2. Dissolves sediment and gum left by other inks. Cleans your pen as it writes.
3. Prevents clogging of feed.
4. Safeguards base metal parts . . . prevents corrosion.
5. Assures quick starting and even flow at all times.

Replacement of steel or fountain pens under present conditions is both costly and troublesome.

Shrewd purchasing directors have seen that most pen breakdowns are directly caused by the corrosive effects of high-acid inks. They have found the answer to prolonged pen life by switching to *Parker Quink* containing the exclusive pen-protecting ingredient—*solv-x*.

Solv-x stops destructive gumming and crusting . . . *cleans pens as they write.* It prevents the corrosion of metal and the deterioration of rubber.

And now, as one of 7 brilliant colors, Quink with *solv-x* offers a new, *all-purpose* writing fluid—"Micro-film Black" Quink. It writes black! It stays black—permanently! Unexcelled for photographic reproduction . . . *perfect for every writing use.*

Save pens and money with *Parker Quink.* Get Quink from your office supply dealer—or for more information, write The Parker Pen Company, Box P-10, Janesville, Wis., and Toronto, Canada.

Copr. 1943 by Parker Pen Company

FOR PHOTOGRAPHIC RECORDS . . . *"Micro-film Black" Quink insures perfect reproduction. Jet black—ideal for* all *writing. Quink comes in 7 permanent colors: Micro-film Black, Blue-Black, Royal Blue, Green, Violet, Brown, Red. 2 washable colors: Black, Blue. Family size, 25¢. Other sizes 15¢ and up.*

Get economical pints, quarts, gallons

PARKER *Quink*

THE ONLY INK CONTAINING PEN-PROTECTING SOLV-X

Buyers and Sellers *meet on common ground*

in THE FIFTH AVENUE BUILDING

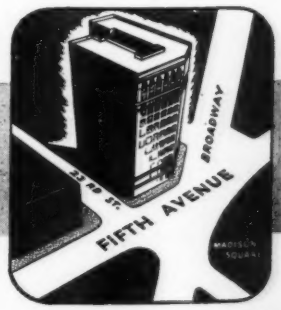
The buyers come because so many leading firms in the stationery, greeting card and playing card fields have their merchandise on display that a trip to this famous building saves time and eliminates the necessity for chasing all over town. The sellers maintain permanent showrooms because the buyers are attracted by The Fifth Avenue Building's convenient location at one of New York's busiest crossroads, and by the many conveniences it offers . . . such as a completely-equipped set of offices for the use of visitors. A subway entrance is in the building, with quick and direct access to railroad terminals and hotels; bus lines stop at the corner.

Yes, it's a right little, tight little, charmed little circle. You are invited to enter it, as buyer or seller.

THE FIFTH AVENUE BUILDING

"More than an office building"

Broadway and Fifth Avenue at Madison Square, New York



FOR EVERY RECORD

B&P Boorum Pease

A WAY TO KEEP IT!

A STEP AHEAD FOR OVER 100 YEARS!

To *anticipate* the record-keeping requirements of America's business has been our business for over a hundred years.

Swiftly changing conditions are no novelty to us—we have always been ready to meet them.

The present is no exception. For example, the Boorum and Pease Conservation Line is seeing the stationer and his customers through, in spite of serious matrial restrictions. Likewise, the new Boorum and Pease Pay Roll Forms provide a complete system for an entirely unprecedented requirement of record keeping.

You can rely upon Boorum and Pease to help you keep a step ahead of your record keeping needs. For every record, there's a Boorum and Pease way to keep it!

BOORUM *and* PEASE COMPANY

For Every Record,
There's a Boorum & Pease
Way to Keep it.

GENERAL OFFICES: 84 HUDSON AVE., BROOKLYN, N. Y.
BOSTON: 29 OTIS ST. *ST. LOUIS*: 115 SO. 8th ST.
CHICAGO: 538 S. WELLS ST.
NEW YORK CITY SALESROOM: 349 BROADWAY, N. Y.

Thrift promoting Ben. Franklin

long lasting smooth leads

Quality is Economy

• BUY • TO • LAST •

ARE YOU ACQUAINTED with the Ben Franklin Franchise Protection Plan!

Write us for full particulars.

Blaisdell
PENCIL CO., PHILADELPHIA, U.S.A.

REG. U.S. PAT. OFF.

Heyer *Quality* Stencils

Since 1876 South Africa has become the chief source of diamonds

The largest diamond ever found was the Cullinan, weighing 3106 metric carats.

Like Diamonds, reveal their values when cut

Long years of experience and the skill of artisans has produced from the rough, a line of stencils worthy of the name Heyer—which symbolizes the finest in Duplicators and Supplies. The unexcelled qualities of Heyer Stencils and their brilliant reproductions, make them analogous to diamonds, where cutting alone reveals their intrinsic values.

HEYER Quality INKS
For All Stencil Duplicators

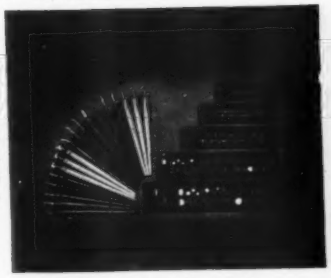
Heyer Quality Stencils are available for all stencil duplicators. From the finest Cellulose Dry Stencil for skillful reproductions to the most economical for general work, each designed to produce a maximum of clear, sharp brilliant copies.

Heyer **ALWAYS**

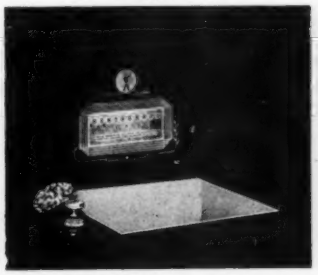
Quality **SATISFIES**

HECTOGRAPH REFILL
Renews Any Pan-Type

Heyer Quality Supplies, products of 40 years experience, definitely assure your customers economy, long service and lasting satisfaction.



LETTERING GUIDES & STYLI
Many Sizes and Styles



HECTOGRAPHS
4 Sizes—Makes 50 to 100 Copies

GELATIN ROLLS—FILMS
Sizes For All Makes

Heyer Quality Supplies consist of a complete line, for every make of Gelatin, Stencil and Liquid Duplicators. Every product fully GUARANTEED.

THE HEYER CORPORATION

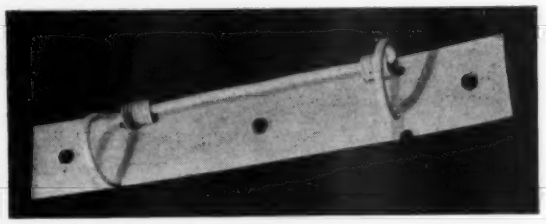
901-911 WEST JACKSON BLVD.
CHICAGO, U. S. A.

Quality Duplicators and Supplies Since 1903

TAUBER

Plastic Bindings

MODERN · · COLORFUL · · NON-PRIORITY



RING BAR

For loose-leaf binding
a new, successful product made of plastic.

PLASTICS is another name for the future . . . and in bookbinding plastics, the name is TAUBER. With vital metals called to the colors, you can patriotically substitute colorful plastics for your bookbinding needs. TAUBER-TUBE offers a wide selections of loose-leaf and permanent bindings in plastic to suit each of your mechanical binding jobs. Free License—Free Dummy Service—Patent Protected.

Tauber-Tubes Multi-Rings Royal Binding Rings TAUBER Loose-leaf Tubes S-Rings

LOOSE-LEAF BINDERS

In red, white, and blue plastic, 3/8" through 1" inside diameter.

TAUBER-TUBE BINDING

200 Hudson St., New York City • WOrth 4-5621-2-3-4-5

There's a big ready market for ACE'S NEW WARTIME MODEL

Thousands of factories are now turning out critical war equipment—airplanes, engines, jeeps, guns, tanks and countless other products. These concerns are granted liberal priority ratings and are in position to buy essential time and labor saving equipment. Undoubtedly some of these factories are located within your trading area.

Ace's New Wartime Model offers every dealer a splendid opportunity to capitalize on this lucrative business. When you offer the new 402-V Model you give your trade a stapling machine that embodies all the skillful, precision engineering and fine workmanship that has made Ace the leader in the stapling industry. Shipments will be allocated to those qualifying with proper priority ratings.

SOLD THROUGH DEALERS EXCLUSIVELY

The WORLD'S FINEST

ACE

Stapling Machines for Every Purse and Purpose

The WORLD'S FINEST

ACE FASTENER CORPORATION • 3415 NORTH ASHLAND AVENUE • CHICAGO

ROCKWELL-BARNES PRESENTS *The*

THE FIRST ADVANCE IN LETTER FILES SINCE THE WORLD'S FAIR OF 1893

IMPROVEMENT in filing equipment—basic, far-reaching improvement—has been overdue for years.

Gentlemen, this is it!

This is Rock-a-File, the safest, most compact, most accessible, most space-conserving, most muscle-saving, and the MOST SENSIBLE file yet devised. Rock-a-File meets *every* filing requirement *better.*

Rock-a-File is the painstakingly engineered, thoroughly service-tested product of filing specialists whose experience covers the whole span of modern filing.

Note, *above,* how easily and naturally Rock-a-File is swung open. The effort required, even when compartment is fully loaded, is negligible. And in busy filing departments, all Rock-a-File compartments may be left open all day, since an open compartment does not affect the full visibility and accessibility of the ones above or below. Thus, energy and time are enormously conserved.

★ ★ ★

• At *right,* Rock-a-File indexes are clearly visible—accessible without stretching. No tugging to lift out stubborn overstuffed folders—simply slide them out sidewise. No rods needed. Folders and contents automatically jogged into alignment by act of closing Rock-a-File. No exposed mechanisms to soil clothing.

Rock-a-File!

Rockwell-Barnes Company presents Rock-a-File as the truly modern answer to the vexing drawbacks of conventional filing.

Tipping Hazard Banished Forever

Never, even with every compartment fully loaded and opened, is a Rock-a-File overbalanced. The center of gravity remains well inside the cabinet. Tripping over an open lower compartment is virtually an impossibility, since the projection is relatively slight.

The muscular effort saved by Rock-a-File in a busy day's usage is tremendous. Fewer openings and closings—and each one far easier. Folders are slid out sidewise instead of lifted at arm's length. Folders, indexes and guides last longer, hold their shapes better.

10% to 50% of Floor Space Saved

With building alterations costly and often impossible, Rock-a-File's space economy is a priceless advantage. It derives from the relatively small projection of the Rock-a-File compartment when swung out, plus the fact that Rock-a-File makes use of areas where drawer-files are impractical—places such as alcoves and corridors.

See Rock-a-File at the Chicago War Conference, or write for full information. Rock-a-File prices are strictly competitive with conventional types of files.

The Rock-a-File CARD FILE

• Similar in principle to the larger letter and legal size Rock-a-File, the Card File is available in both single and double models, in standard 3 x 5, 4 x 6 and 5 x 8 card sizes. It opens at the flick of a finger, keeps cards jogged and orderly, demands only approximately half the desk room of a drawer file of like capacity. Enduring wood cabinet work—green finish standard—natural wood finish custom models.

• Letter and legal size Rock-a-Files, of strong and handsome wood construction, are available in the popular combinations including the 4-tier model illustrated. For full details of the Rock-a-File line—models, prices, shipping weights, capacities—write for literature.

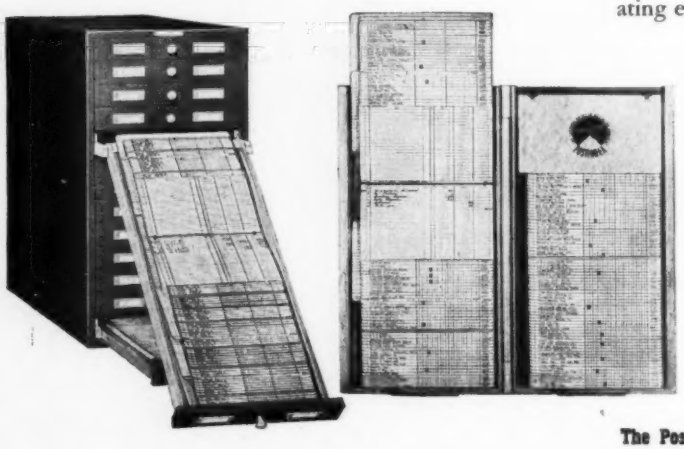
ROCKWELL-BARNES CO.

Specialists to the Stationer Since 1903

35 EAST WACKER DRIVE - CHICAGO 1, ILL.

"We're greatly pleased with the way Artwood Cabinets are functioning"

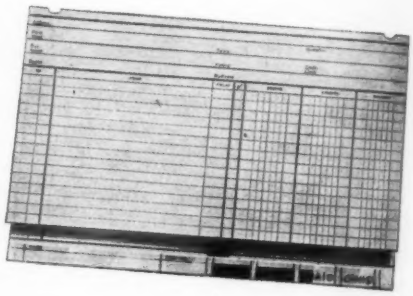
IT wasn't easy to convert to an entirely different material when steel and aluminum were restricted by W. P. B. for military uses only. But our engineers came forth with Postindex Artwood Books, Cabinets and Vertical Posting Units to the great satisfaction of all users of visible index equipment.



In fact, we've had letters from many nationally-famous war manufacturers complimenting us on the smooth efficiency of operation of today's Postindex Artwood Files.

There is still no metal available for office equipment and no one, at this date, can tell when there will be. When that time comes the all-metal cabinets offering the highest degree of space-saving compactness will return.

In the meantime, the built-in quality of Postindex Artwood; the quiet, smooth operation; the good appearance and high-grade, permanent finishes can be offered to all customers with assurance of high value and full operating efficiency.



The Postindex Progressive (Charting) Signal shown above, can be applied to any recording operation in which variations from a desired standard are to be sharply signalled for quick, visual analysis. For example: PRODUCTION STATUS . . . INVENTORY CONDITION . . . SALES QUOTA PERCENTAGES . . . BUDGET CONTROL.

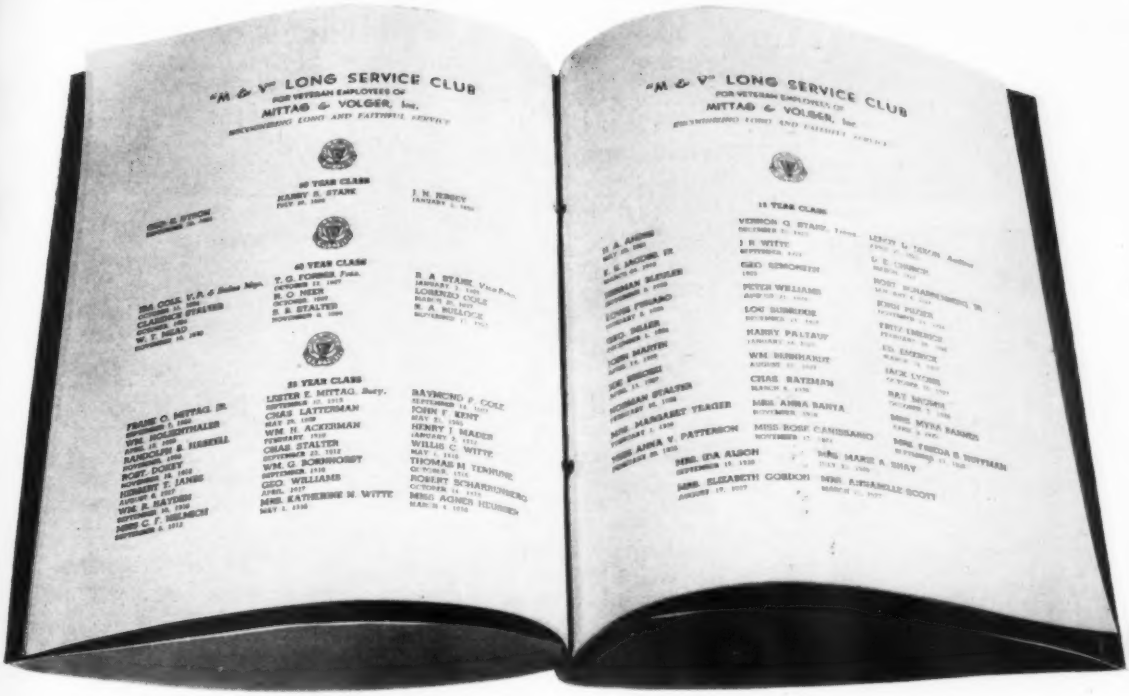
ART METAL CONSTRUCTION COMPANY
JAMESTOWN, NEW YORK

Postindex Visible Files

A DIVISION OF

1888 **Art Metal** 1943

STEEL OFFICE EQUIPMENT



listed above are the 67 members of the "M & V" Long Service Club. Collectively they have contributed 1,825 years of experience and craftsmanship to the manufacture of fine carbon papers and inked ribbons.

PRIDE IN SKILLED CRAFTSMANSHIP

The constant will of an organization to do a better job is not created by one man's brilliant leadership or a few men's executive management; but rather, it is the result of every worker's willing determination to produce only the finest products, designed to uphold a tradition of excellence—not to meet a competitive price!

MITTAG AND VOLGER, INC.

ESTABLISHED 1881

CARBON PAPERS & INKED RIBBONS · PARK RIDGE, NEW JERSEY

OFFICE FURNITURE
That is Engineered to Meet Wartime Demands

GF

GF Desks, Tables and Files for the business office of today and tomorrow . . . built now of wood and designed to intermember with prewar metal . . . give efficient service to the offices of America at war . . . and will continue to serve outstandingly when peace comes again.

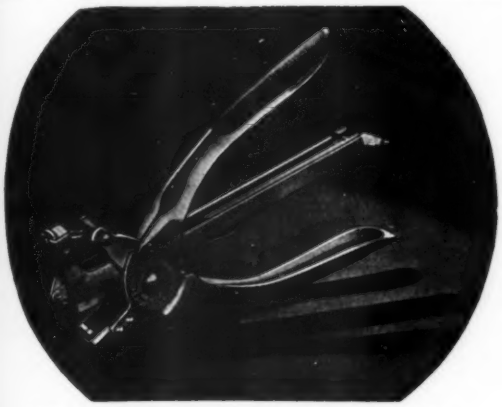
GF office furniture is designed by expert craftsmen whose loyalty to GF standards and tradition has built into the new office furniture of wood, maximum strength, modern design and functional efficiency.

Desks, files and tables all reflect the company's background of broad experience in building for the modern office and its personnel.

The
GENERAL FIREPROOFING COMPANY
Youngstown 1, Ohio

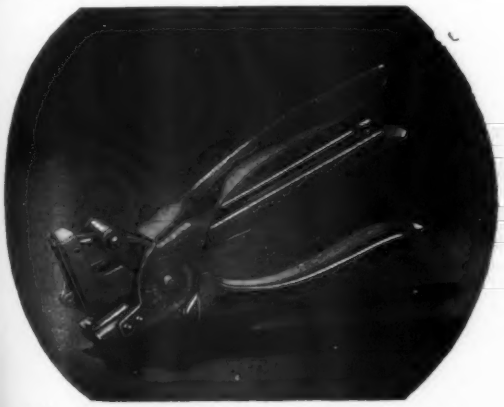
MODEL J-30 STAPLING PLIER $3.85

Model J-30 is light in weight, yet rugged. Requires but little space and can be put into desk drawer or pocket when not in use. Indispensable for vertical filing or for attaching material to a permanent card. Uses DJ340 NEVA-CLOG Staples.



MODEL B-100 STAPLING PLIER $5.25

For heavy duty and for fastening of tough materials, this machine uses a broad flat staple. Fastens such materials as fibre, softwood baskets, veneer wood, leather and belting. Used for sealing heavy paper or cloth bags, packages of corrugated board, and similar difficult operations. Powerful leverage, durable, fool-proof. Staples used: NEVA-CLOG B-3/8.



MODEL S-100 STAPLING PLIER $4.75

A rugged, powerful Stapling Machine with 4 to 1 leverage. Particularly designed for production work and hard usage, but can be used for any stapling operation within its capacity. Clog-proof so that it will give constant production. Use NEVA-CLOG A-1000 or L-1000 Staples.

CHAMPIONS

A true champion is the fellow who, when winning never gives up or relaxes until he **has** won, or when losing fights all the harder for that break in the other fellow's vigilance

The daily news is encouraging to everybody —We are winning but haven't won. Those of us in business and at home must prove we are champions by working and fighting harder—following through that start that has been made — never relaxing for a moment, or the enemy might sneak over a blow to the solar plexis.

Neva-Clog has done its bit—Now its doing its best.

Buy and Buy Bonds for Bye and Bye.

"Fasten Things Together" with Neva-Clog Stapling Pliers

★

P.S. Deliveries are being made on Neva-Clog Stapling Pliers and Staples. Write for information pertaining to priority requirements and delivery schedules.

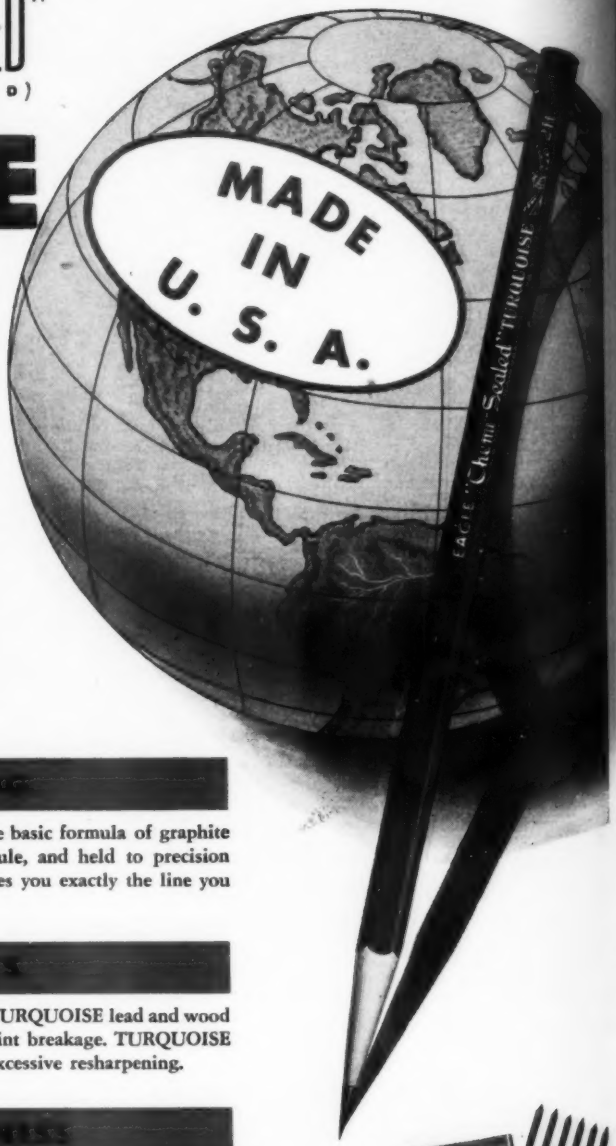
NEVA-CLOG PRODUCTS, INC.
BRIDGEPORT, CONN.

EAGLE "CHEMI-SEALED" (SUPER BONDED)

*TURQUOISE

sets a new

WORLD STANDARD for DRAWING PENCILS



When leading architects, engineers and artists throughout the country turn to TURQUOISE . . . when federal, state and industrial drafting departments adopt it with acclaim, we feel justified in proclaiming Eagle "Chemi-Sealed" TURQUOISE the new World Standard for drawing pencils. Its success comes from superiorities so marked as to be instantly apparent to critical users. Their findings confirm the basic improvements built in by our research scientists. Here are the facts:

ACCURATE GRADING

Each of the 17 TURQUOISE grades is made from a separate basic formula of graphite and clay, spaced as uniformly as the markings on your rule, and held to precision standards by constant laboratory control. TURQUOISE gives you exactly the line you want from every pencil every time.

STRONGER POINTS

By Eagle's patented super bonding process, "Chemi-Sealed" TURQUOISE lead and wood are inseparably bonded to combine their strength against point breakage. TURQUOISE stands up under heavy pressure, saving interruptions and excessive resharpening.

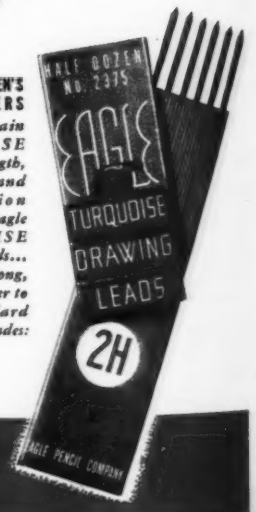
SEALED-IN SMOOTHNESS

The rare waxes which lubricate every particle of TURQUOISE graphite are *sealed in* the lead by an impervious coating which is part of the super bonding process. There is no seepage of wax into the wood from aging or climatic conditions to alter the original perfection of smoothness and grading.

PERFECT PRINTS

Super-refined graphites selected for opacity are formed under 60 tons pressure into uniformly fine-textured leads. TURQUOISE makes knife-edge lines so dense and even that you get sharp blue prints or black prints direct from your uninked pencil tracings.

FOR DRAFTSMEN'S LEAD HOLDERS
You can obtain TURQUOISE grading, strength, smoothness and reproduction quality in Eagle TURQUOISE Drawing Leads... five inches long, in one diameter to fit all standard holders. Grades: 2B to 6H.



SEND FOR A FREE SAMPLE pencil or lead. Specify the grade desired, mentioning this publication and the name of your regular supplier.

EAGLE PENCIL COMPANY, 703 EAST 13TH STREET, NEW YORK
EAGLE PENCIL COMPANY OF CANADA LTD., TORONTO

America's unarmed service deserves the best

OLD TOWN salutes the office employee!

Thousands of them—managers and help alike—are doing their important bit to keep our war effort at top speed. With no glory of battle combat, and without the public acclaim of the war worker they devote long hours to maintaining the rhythmic flow of the life blood of business.

At typewriter and duplicator, bookkeeping machine, billing and posting equipment—they form a mechanized army that extends from coast to coast, and even to the far outposts of America's military empire. And for every machine, whatever or wherever it may be, there is an OLD TOWN product. Ribbons, carbon paper, duplicating materials, carbon paper rolls—in fact, everything needed to maintain operation will be found in the OLD TOWN line.

Not only is the OLD TOWN line complete, but also we recognize our responsibility of providing the best materials that our long skill and constant research can perfect. No effort is ever spared—no step omitted to see to it that every OLD TOWN product will do its job efficiently, economically and with maximum convenience to the user.

If you are not already an OLD TOWN user, why not get acquainted with the line that many leading war-working corporations as well as government agencies and bureaus use and specify?

DAWN *Curlproof* CARBON
STRATOSPHERE CARBON
SABLE CARBON
DOUBLE DUTY CARBON
NOTACK PENCIL CARBON
OLD TOWN HERMETIC RIBBONS

Make OLD TOWN *your headquarters for duplicating supplies.*

Old Town

RIBBON & CARBON CO. INC.

Foremost Makers of Ribbons and Carbons for Every Use

750 PACIFIC STREET, BROOKLYN, NEW YORK, N. Y.

CHICAGO · SAN FRANCISCO · LOS ANGELES · BOSTON · PITTSBURGH · KANSAS CITY · MINNEAPOLIS
ST. LOUIS · DETROIT · NEW ORLEANS · BIRMINGHAM · ATLANTA · WASHINGTON · HOUSTON · DENVER

What will you look for in your POST-WAR LINE *of* FILING SUPPLIES?

YOU WILL LOOK *for streamlined progress in design—*

YOU WILL LOOK *for improved papers and boards—*

YOU WILL LOOK not only for new processes in manufacture to step up quality and appearance and reduce costs, but also *for new developments in methods,* to increase speed and efficiency in tomorrow's offices.

In short, you will look for today's visions made real.

These matters are already of deep concern to us. We are preparing to offer the stationer an improved line of filing supplies—with Oxford Pendaflex, once more available for all, leading the procession of post-war filing progress.

OXFORD FILING SUPPLY CO.

340 Morgan Ave., Brooklyn, 6, N. Y. • 125 So. 8th St., St. Louis, 2, Mo.

Oxford PENDAFLEX*

*REG. U.S. PAT. OFF.

This year they're decorating

AIRPLANE PIPELINES

Instead of Christmas presents!

ORDINARILY, about this time of year, we would be advertising "SCOTCH" TAPE in colors for decorating holiday gift packages.

But this year colored "SCOTCH" TAPE has more important "decorating" jobs to do. It helps aircraft workers like these to speed plane assembly by coding fuel and hydraulic lines. It helps speed construction of Victory ships on the ways by color marking various types of vapor lines. It identifies the type of shell sealed in artillery shell containers. And for every one of the many war uses for "SCOTCH" TAPE in colors, there are dozens of equally important applications for the transparent type.

Shipment on "SCOTCH" TAPE today is 45 to 60 days after receipt of war or rated orders by us. Unrated orders will be placed on file and shipped when and if tape becomes available.

These standards have been set as a result of raw material restrictions. If you cannot meet the necessary rating requirements we hope you will accept the situation understandingly. The "SCOTCH" TAPE you can't buy now for civilian use is doing its bit to hurry the day of Victory.

There is only one "SCOTCH" *tape brand.* Look for the name "SCOTCH"... It's your guarantee of quality.

"SCOTCH" TAPE

TRADEMARK OF M. M. & M. CO.

MADE AND PATENTED IN U. S. A. BY

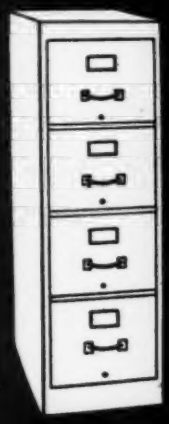
MINNESOTA MINING & MANUFACTURING CO.

SAINT PAUL MINNESOTA

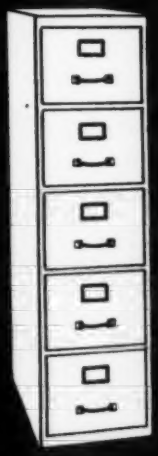
Shaw-Walker

Two-Drawer
Desk-High File

Three-Drawer
Counter File



Four-Drawer
Standard Height File



Five-Drawer
Rent-Saver File

WAR FILES

Now Available in ALL HEIGHTS

- ▶ Made in 2-, 3-, 4-, and 5-Drawer Heights
- ▶ Letter and Legal Sizes
- ▶ Made of Plastic and Wood
- ▶ Match Steel Files in Color and Appearance
- ▶ All Drawers Operate on Extension Slides
- ▶ Drawers Equipped with Famous Slide-Easy Follower
- ▶ *Made by Shaw-Walker in our Muskegon Factory*

SHAW-WALKER

FACTORY AND HOME OFFICE, MUSKEGON, MICHIGAN

LARGEST EXCLUSIVE MAKERS OF OFFICE FURNITURE AND FILING EQUIPMENT IN THE WORLD

AIR MAIL PAPER & ENVELOPES

20 SHEETS and one ENVELOPE Weigh 1 oz.

We are Pioneers in the Field of Air Mail stationery

Sky-Rite offers an unparalleled opportunity in the Air Mail Stationery field—and it is a big market.

20 SHEETS AND 1 ENVELOPE TO THE OUNCE.

Correctly styled and boxed for every purpose.

The most popular and the fastest selling Air Mail Stationery in the country.

SOLD FROM COAST TO COAST

Write for Catalog—Ask your jobber—if he can not serve you, write us direct.

AGENCY PAPER COMPANY

Factory
101 Sixth Avenue
New York 13, N. Y.

Sales Offices
Showrooms
74 Varick St. 13
N. Y. C.

Chicago Branch
308 South Wabash Avenue
Arthur J. Lawless, Manager

SKY-RITE for PROFITABLE SALES

Sh-h-h! . . .

They're talking about You!

They're Royal men, charged with design and development, and they get together quite often these days.

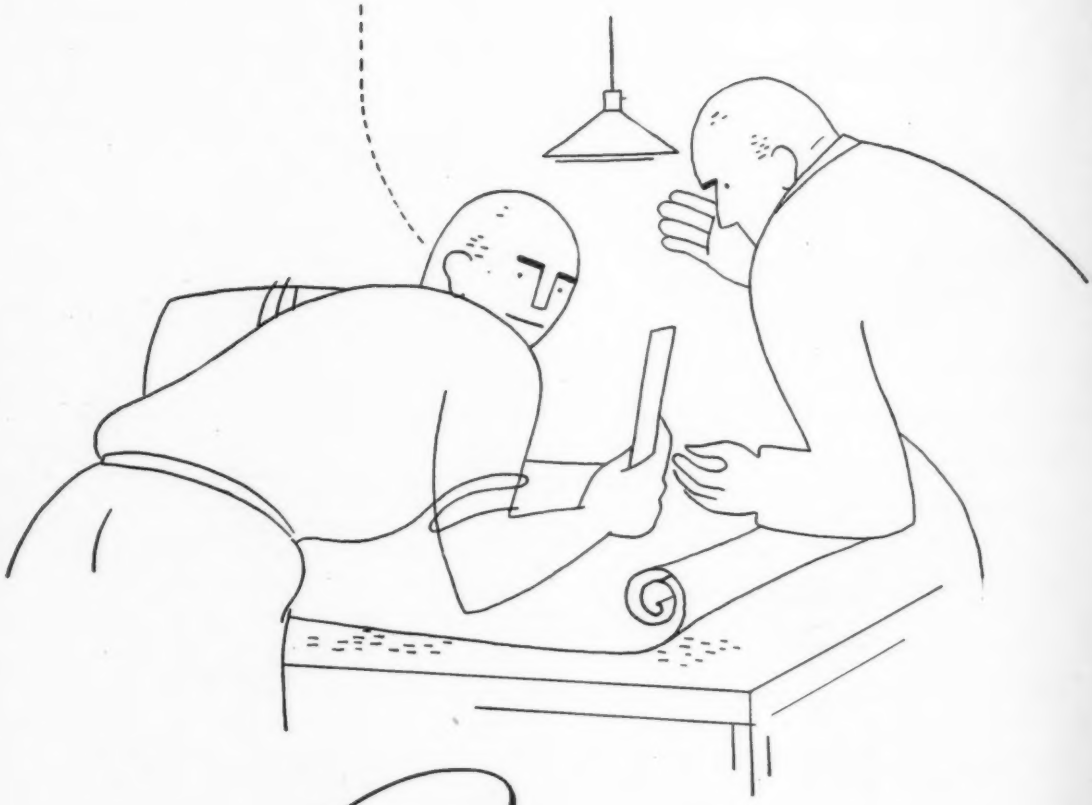
Specifically what they talk about are your needs . . . your desires . . . in postwar metal furniture and equipment.

Without in any way interfering with Royal's extensive war work, they are making plans for "Tomorrow" . . . looking into the possibilities of new materials and new designs.

The Royal furniture of the future is planned to be more attractive and functional than ever. As always, it will give you full value and satisfaction for your money.

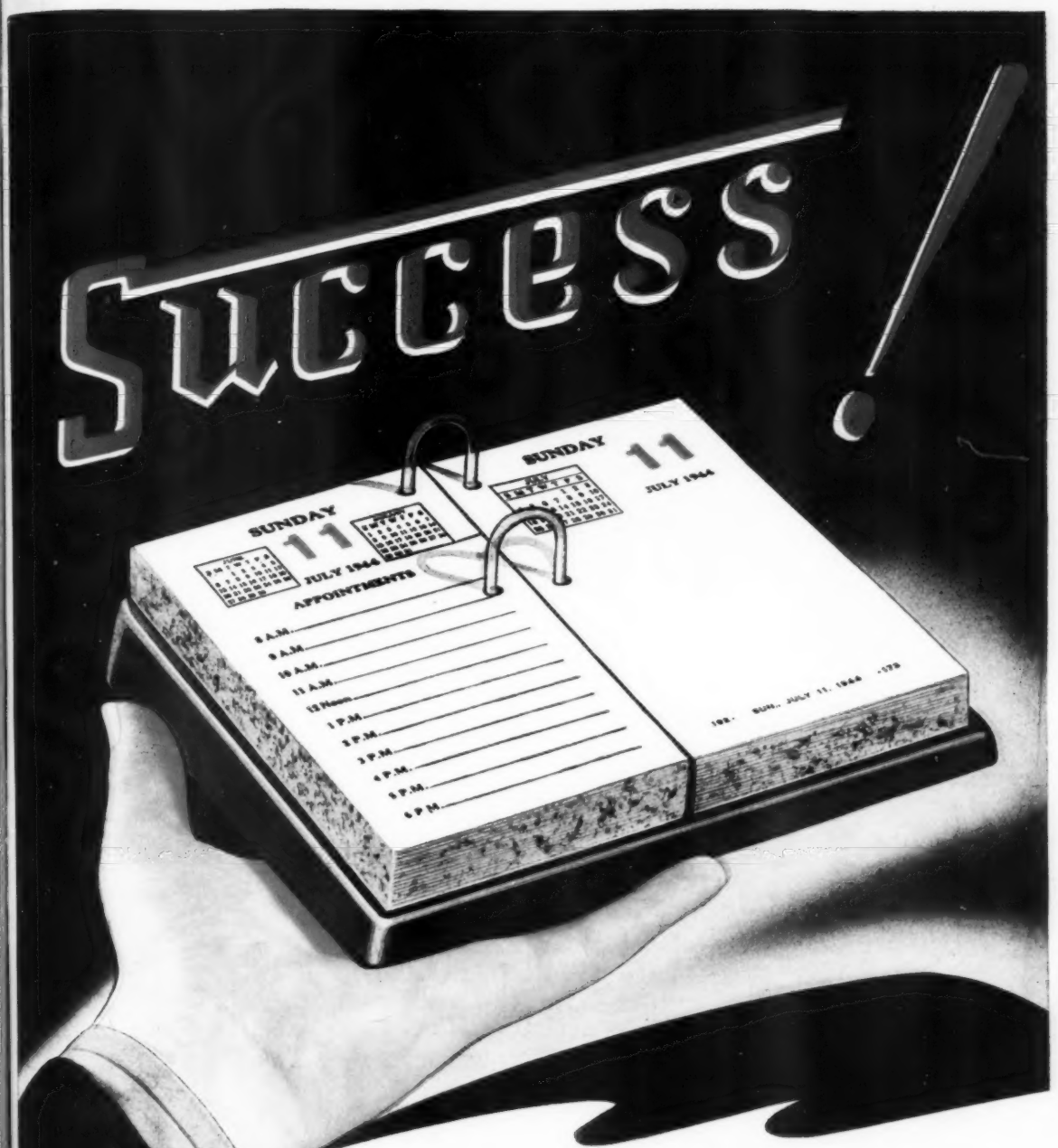
Sometime after the war—as soon as conditions permit—we will invite you to inspect the Royal Line of Tomorrow. The Royal Metal Mfg. Co., 175 North Michigan Avenue, Chicago, Illinois.

Metal Furniture Since '97.



The Royal LINE OF TOMORROW

Royalchrome Furniture • Royal Steel Folding Chairs • Royal Housewares



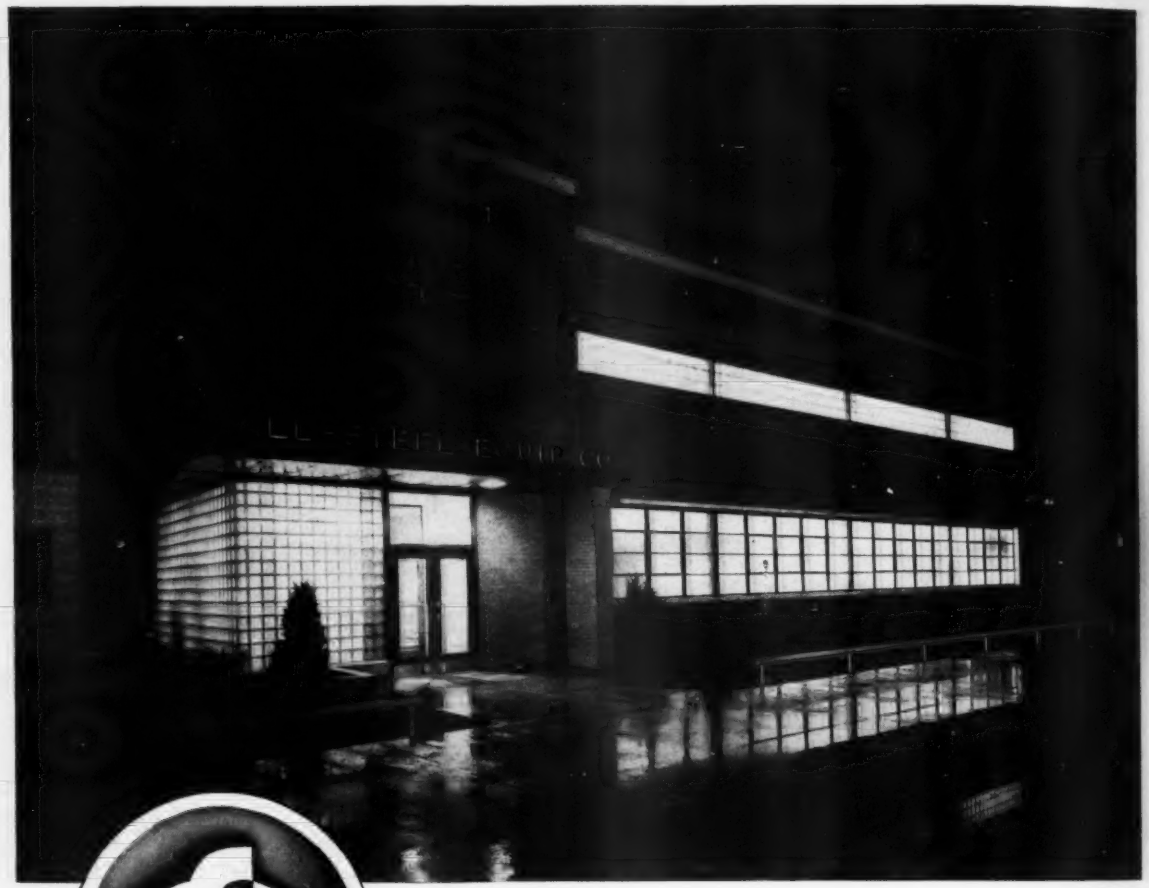
A beautiful new product—not a make-shift, wartime substitute. Made without an ounce of metal—ingenious plastic lock arches—patent applied for on unique construction.

There will be enough bases of all sizes—enough to take care of the requirements of all regular Success dealers. Refills lithographed in two colors.

Remember . . . the steel formerly used in Success Calendar Stands is now helping to defeat the Axis.

COLUMBIAN Art WORKS, INC.

1024-1036 W. JUNEAU AVENUE MILWAUKEE, WISCONSIN



HEADQUARTERS:

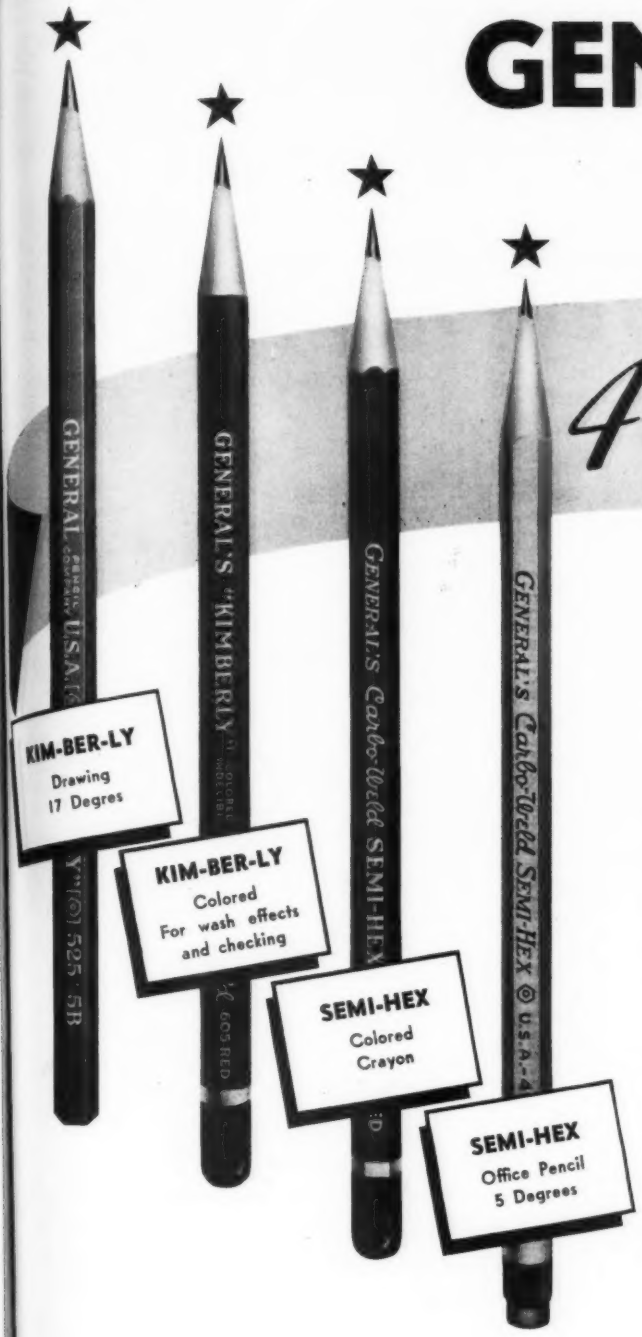
for office equipment "tomorrow"

BEHIND these walls men and machines are today turning out war materials—in huge quantities—at record-breaking speed.

Also behind these walls engineers are putting the finishing touches on the plans which will again enable *you* to meet the huge demand for high quality equipment at moderate prices.

ALL-STEEL-EQUIP COMPANY INCORPORATED • **910 JOHN STREET AURORA, ILLINOIS**

GENERAL'S



This quartette of writing, drawing and drafting pencils has taken its place among other nationally known products of industry, which are helping to win the war.

The increasing popularity of General pencils is an undeniable indication of consumer satisfaction. Their stronger, longer lasting, Carbo-Weld leads make them a favorite for economy and efficiency.

Office workers, schools, architects, engineers, artists and draftsmen are enthusiastic users of these General Pencils and our many other products.

Makers of Fine Pencils since 1889

General Pencil Company

JERSEY CITY NEW JERSEY

To Our Many Customers

These Numbers Need No Introduction . . .

No. 30, 60 x 32 List price $60.00

OTHER SIZES AVAILABLE

Prices subject to change

No. 30

No. F7
No. F8

No. F7 Letter Size
List Price $58.00

No. F8 Legal Size
List Price $63.00

Full drawer extension, cradle suspension full progressive, operating on large plastic rollers. Drawers are non-binding and interior smoothly finished giving file an excellent appearance.

Available in large quantities and quick service.

Michigan Desk Company

GRAND RAPIDS **MICHIGAN**

Help your customers get the facts...*FASTER* with Diebold Business Tools

Cardineer ROTARY FILE

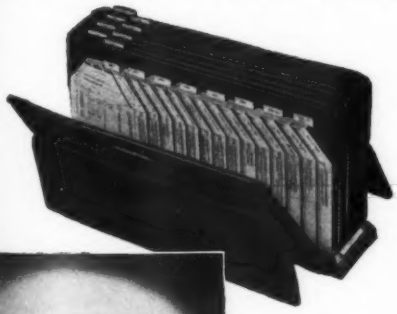
• The leader in modern record-keeping equipment. More and more in demand by all progressive firms. Building record sales for dealers from coast to coast. Available in table-top and cabinet models. Capacities from 1,500 to 6,000 card records.

DIEBOLD ANNOUNCES

Visible Records Equipment Company, Chicago, Illinois . . . Now a Division of DIEBOLD, Incorporated.
Two new outstanding products added to DIEBOLD advanced line of systems equipment.

TRĀ-DEX

Vertical Visible Records

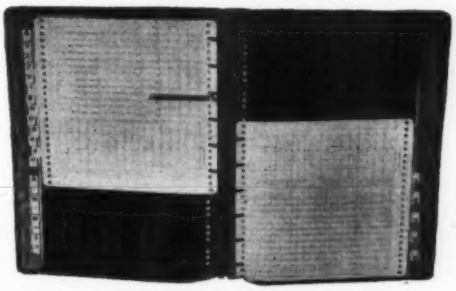


FEATURES . . . Three way visible margin for greater control—faster finding. Compact—Portable — Flexible. Accommodates any size record from 5x3 to 15x 12 or larger. Available for prompt shipment in a wide range of models.

ARMY E NAVY ★ BUY WAR BONDS ★

FLEX-SITE

Visible Records



More than a quarter of a million Flex-site Binders in daily use. Visible Records Equipment Company, Division of DIEBOLD, Incorporated, originators and manufacturers of the first visible record binder developed superior and exclusive features. Specify genuine Flex-site and build customer confidence.

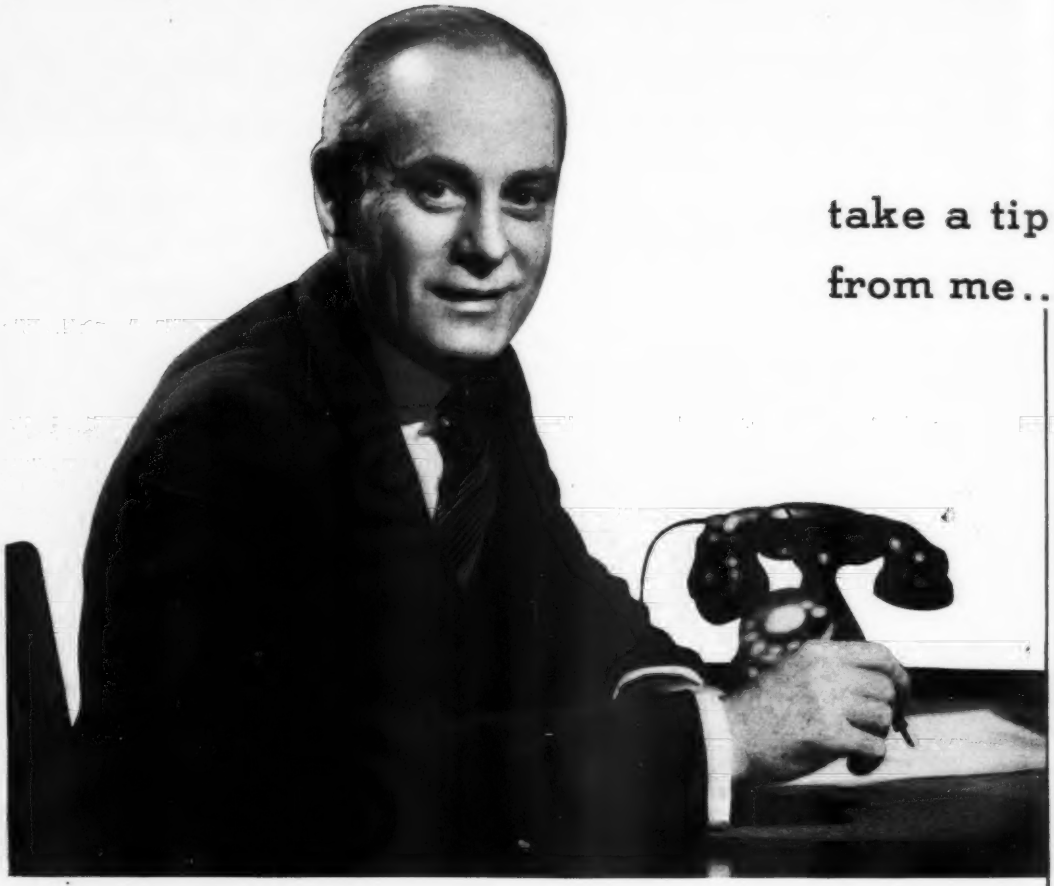
DIEBOLD PRODUCTS

Fire-resistive Safes	Daylight Holdup Equipment
Insulated Vault Doors	Bank Vault Equipment
Insulated Files	Burglary-resistive Chests
Systems Equipment	Office Accessories
Safe T Stak Storage Files	Visible Drawer Files

Recordesk • Cardineer Rotary Files • Reveldex
Tra-Dex • Flex-Site

DIEBOLD • INCORPORATED

General Offices: CANTON 2, OHIO



take a tip
from me..

The three dozen years that Browne-Morse have devoted to making and marketing filing supplies really mean something. They deliver the assurance, backed up by a lifetime of experience, that you are getting the best available quality under all circumstances.

BROWNE-MORSE
Company
Muskegon Michigan

Today: **wood files.** ***After Victory:*** **steel files.** ***Always:*** **the best files.**

A SPEED PRODUCT IS A DEPENDABLE PRODUCT ANYTIME

THESE ARE TWO EXAMPLES

SPEEDWAY PUNCH No. 72 has steel cutting dies and tempered metal springs mounted on a hard wood base. It has the SPEEDWAY paper support and adjustable gauge, light touch lever, hand safety feature...also receptacles for punchings.

SPEED "Swingline" STAPLER Model 3-C has the famous wide-open staple channel for easy accessibility and all of the most important "Swingline" features. The base is of wood, and the cap of plastic, but all working parts are metal.

SPEED IS THE ORDER OF THE DAY

Despite the restricted amount of critical materials and WPB specifications, SPEED produced two machines that are meeting every practical test...Offering typically superior SPEED features, their efficiency and easy operation is already widely established...And as for durability—they'll be giving faultless service long after our War Bonds have reached maturity!

SPEED PRODUCTS COMPANY

37-18 NORTHERN BOULEVARD • LONG ISLAND CITY 1 • N. Y.

Fighting fronts and production lines demand office efficiency!

JASPER CHAIR CO. Jasper JASPER, IND.

Victories on the Fighting Front and "E" awards in War Production have their genesis in America's offices. JASPER CHAIR CO. is proud of the part it has played in producing thousands of office chairs for government agencies and war industries.

At present orders of high priority must be filled first, but we look with anticipation to the time when we can resume our prewar service on all dealer orders. Your cooperation and consideration in these difficult times is greatly appreciated by the JASPER CHAIR CO.

No. 200 stenographer chair. Plain oak or birch in walnut or mahogany finish. Also in quartered oak.

JASPER CHAIR CO.

JASPER INDIANA

REPRESENTATIVES:

Geo. A. Litchfield, Sales Mgr., Jasper, Ind.

E. W. Thomas (Southwest) Box 3493 Peninsula Station Daytona Beach, Florida

James S. Fowls (Southern) 327 Sunset Drive North St. Petersburg, Fla.

W. H. Brown (Chicago-Midwest) 6708 Glenwood Ave., Chicago (Phone ROGers Park 3644)

S. H. MacDonald (West) 405 Orpheum Bldg. Seattle, Wash.

R. J. Freeman (Eastern) 383 Madison Ave. New York, N. Y.

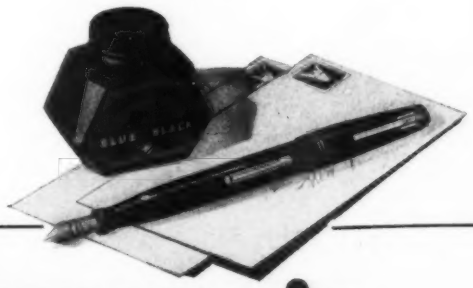
Unsung Hero ...1943

HE'S a good friend—your distributor. And though you've probably cussed him out when your orders were delayed or cut to the bone—down deep in your heart you know he's the one man who can pull you through these unusual times.

So give him a break. If your goods are late, remember, he's short-handed for his men have gone off to war, too. If you're low on stock, remember, he's trying to take care of you and perhaps a few hundred more like you—all at the same time.

In the case of Waterman's Pens, for example, your distributor has only so many to sell, no more. They're *good* pens — all "first line" merchandise — and the best we know how to make. Naturally everybody wants them. Your distributor wants you to have your share of them — and he'll see that you get it, based on your previous purchases.

But, be patient. After all, your distributor is only human!

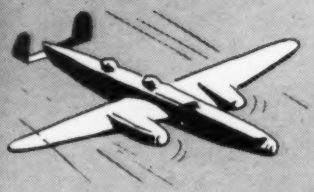


Waterman's

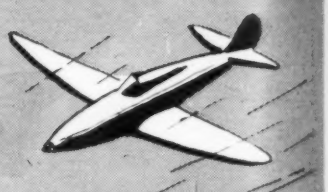
"The Only Pen with the INKQUADUCT"

Ideal

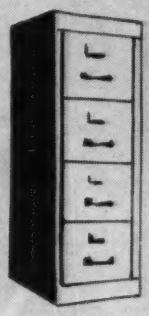
UNION MADE

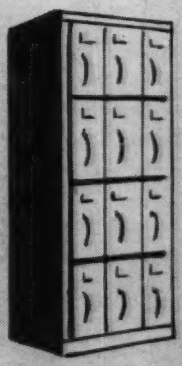


Steel Age



OFFICE FURNITURE





STEEL IS OFF TO WAR!

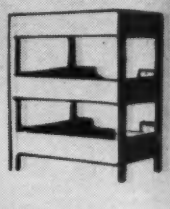
Victory demands steel in overwhelming quantities in tanks, guns, ships and planes. Our first concern is that the armed forces get all they can use.

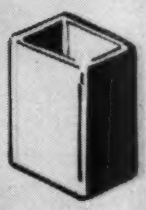
STEEL AGE office equipment now in use in important offices of war industries is doing its bit efficiently and will continue to do so until new units are available again.

For the present get the greatest value and efficiency from your current filing equipment. Transfer inactive or unimportant records to less valuable equipment or unimportant records to less valuable equipment or improvised cabinet made of less critical materials. Keep your live records for wartime and postwar resumption of normal activities in your STEEL AGE equipment. Your stationer can give you valuable advice on improving your filing efficiency now.

For postwar offices your dealer will again be able to offer you the utmost in style, quality and utility in a complete line of STEEL AGE office furniture. It will pay you to inspect the STEEL AGE line when it is ready.

BACK THE ATTACK—WITH WAR BONDS!





CORRY-JAMESTOWN

MANUFACTURING CORP.

Corry • Pennsylvania

Another War when SANFORD'S is delivering merchandise of Outstanding Quality with comparative Dispatch!

"When you buy SANFORD'S you have the assurance of an Ink GUARANTEED to last for the life of the paper on which it is witten . . . an Ink about which the stationery trade consistently says: "Sell them SANFORD'S and avoid complaints: it *always* works properly in any pen."

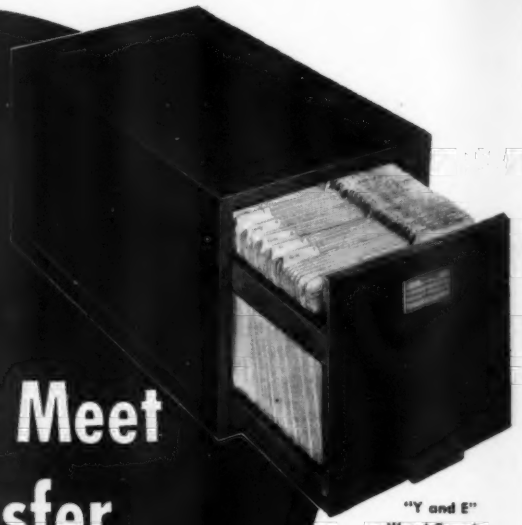
TIME is the yardstick which measures the ability of a product to vindicate the claims made for it. TIME has proven the superior qualities of SANFORD'S Inks better than could whole laboratories of technicians or staffs of ad-copy writers. Its testimonials are in the files and strong-boxes of a hundred thousand banks, insurance, and county offices. Behind the SANFORD label stands more than three-quarters of a century of experience, perfomance and service. Chance is eliminated if it's made by

SANFORD INK COMPANY

CHICAGO NEW YORK

BACK THE ATTACK
Buy War Bonds

Ready to Meet All Transfer Demands?



"Y and E" Wood Transfer Case

Style A Lid Cover Type Transfer Case

"Y and E"

Style B Transfer Case

Demands for Transfer Equipment this year are going to impose a severe burden on many office equipment dealers and agents. No steel transfer cases have been manufactured since April 1, 1942. Wartime shortages of lumber and corrugated board have reduced substantially the number of these units available.

The Style A Lid Cover Type Transfer Case has been extremely popular with "Y and E" buyers for years. The case is made of wood and heavily reinforced with cambric, giving it a firm, solid frame. Extra heavy jute board cover is also cambric reinforced. Bottom grooved to accommodate bottom guide extension. Style B is a portable, easy to carry case that is ideal for offices where continuous method of transferring is used or where volume of transferred correspondence is not large.

"Y and E" super strong wood transfer cases have unusual strength, rigidity and durability. Miter lock corner construction eliminates weaving or side-sway . . . can be stacked evenly and safely.

We suggest that you get your order in at once for these items as well as for "Y and E" Folders, Guides, Cards, Labels, etc., so that you can meet the big demand that awaits all holders of the "Y and E" Franchise.

YAWMAN AND ERBE MFG. CO.

1045 JAY STREET **ROCHESTER 3, N. Y.**

FOREMOST FOR MORE THAN SIXTY YEARS

SHEPHERD—Quality—Comfort

This chair has received enthusiastic reception from coast to coast. It has all the adjustments embodied in metal chairs and is built to take a lot of punishment.

No squeaks—No gadgets to come loose—No tools required for adjustment. Sturdy construction eliminates servicing.

Marvelous comfort, with upholstered saddle seat and back!

The sliding seat and free leg movement save shoes and stockings, making this chair extremely popular.

Prompt delivery.

N. T. SHEPHERD CHAIR CO.

33 EAST FIRST SOUTH STREET
Salt Lake City, Utah

209 Union Trust Bldg.
Washington, D. C.

THANK YOU

YOUR PATRONAGE HAS MADE POSSIBLE THIS EXPANSION

TYPEWRITER RIBBONS
•
CARBON PAPERS
•
CARBON ROLLS
•
STENCILS
•
GELATINE SUPPLIES

"Allied" for Victory

The photograph above depicts one end of our new general offices—a part of our big plant-expansion program, in which greater space and improved facilities are being made available for production.

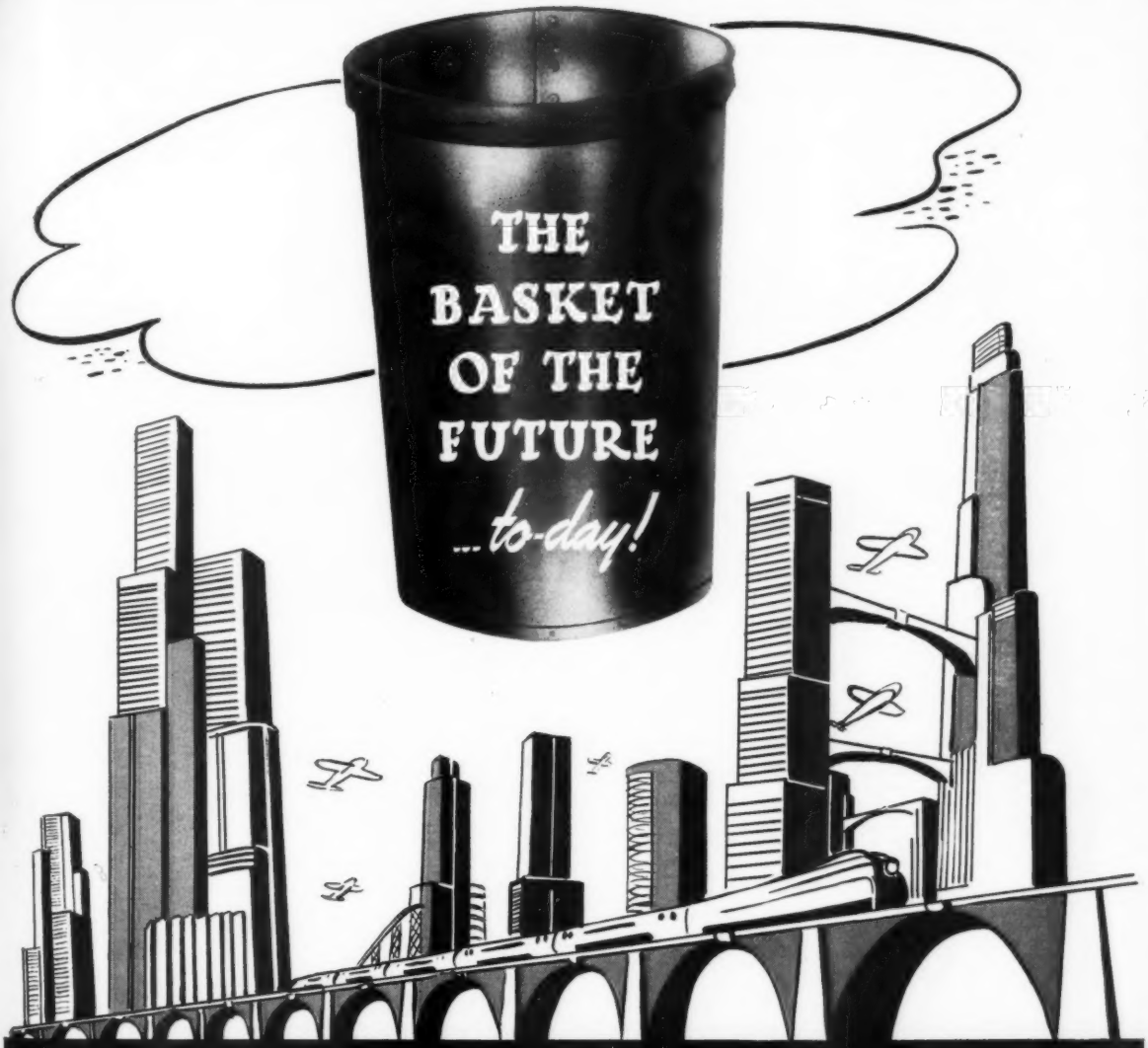
Our rapid expansion is due entirely to your increasing patronage—a reflection of *Allied* quality and value. Our greater facilities will make possible still further product-development to merit a continuance of your good-will. Thank you!

Write for catalogue, prices.

ALLIED
CARBON & RIBBON MFG. CORP.
165 DUANE STREET
NEW YORK, N. Y.

Allied Carbon & Ribbon Mfg. Corp.

165 Duane Street, New York 13, N. Y.



Read THESE AMAZING SPECIFICATIONS

Here's **PROOF** that BRAWNY is the outstanding non-priority basket on the market today. **FIBRE:** A superior hard trunk fibre of the grade commonly used as trunk covering. **TOP:** Our own development of the double rolled moulded top. **BOTTOM:** One-piece reinforced moulded bottom. **SEAM:** Heavily riveted to stay put! **FINISH:** Olive green or maroon. Order a sample assortment today with every assurance of satisfaction.

BRAUN MANUFACTURING COMPANY

Manufacturers of Material Handling Equipment

92-50 60th AVENUE ELMHURST, LONG ISLAND

To-day as always *we set our standard* HIGH

No. 2560 — Streamlined appearance, constructed for maximum service and office utility value. One of our "2000 Series" line.

No. G-560—Beauty of design, finish and trim adds distinction to any office. From our "Chieftain Suite."

In these trying times, quality standards are extremely difficult to maintain, what with mounting manpower and material shortages. Yet our customers have come to expect better merchandise from us and we cannot afford to let them down or our reputation will suffer materially.

We are sparing no effort in this war period to maintain the quality and high standard of our merchandise. This applies not only to the exceptional construction features, but also to the selection of material and to the finishing of our products as well.

While we consider it a privilege and a duty to share in supplying the needs of Government Agencies and War plants, who have first call upon our resources, we are not unmindful of civilian needs and are doing our utmost to serve such needs of our dealer customers.

MEMBER WOOD OFFICE FURNITURE INSTITUTE

HOOSIER DESKS

BUILT TRUE CLEAR THRU

HOOSIER DESK COMPANY

Jasper • Indiana

HOOSIER BUILT TRUE CLEAR THRU DESKS

THAT SUPERSEDES
RUBBER CEMENT

Does Not Wrinkle, Warp, Shrink or Curl Paper

- Makes a Strong Permanent Seal
- Makes a Firm Temporary Seal
- Adheres to metal, waxed papers, cellophane, tin foil, rubber, leather, wood, glass, cloth, and similar surfaces.
- Tackiness Persists
- Makes a seal that is waterproof and flexible.

SOLD IN

4 oz.	8 oz.	PINT	QUARTS
45c	70c	$1.00	$1.75

A Necessity for Every Typewriter User

- A new dual-purpose typewriter type cleaner and rubber roller revitalizer that rapidly restores the resiliency and grip of platens.
- Saves ribbon wear and eliminates excess noise.
- Cleans Type Facings . . . Removes Dirt . . . Ink and Grease.
- Stock available for immediate delivery.

3 OZ. BOTTLE 50c . . . 8 OZ. BOTTLE $1.00

STENOFREN
(STENOGRAPHERS' FRIEND)

Manufactured by

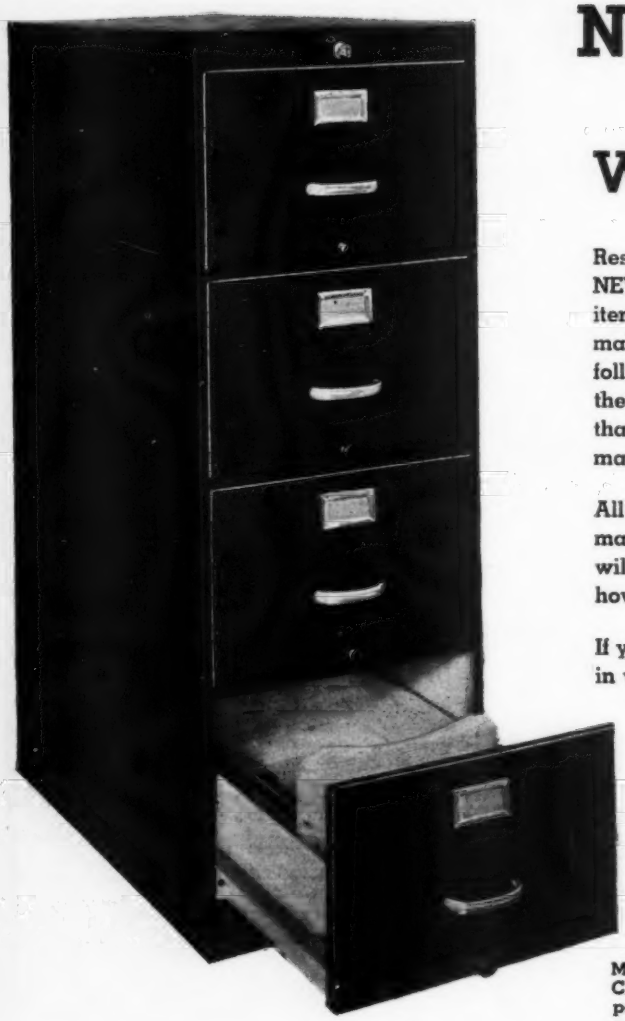
MOHAWK CHEMICAL PRODUCTS, INC.

LAND TITLE BUILDING PHILADELPHIA, PA.

Distributed by

BAINBRIDGE, KIMPTON & HAUPT, INC.
218 Greenwich St., New York City

ASSOCIATED STATIONERS SUPPLY CO.
Jefferson & Quincy Sts., Chicago

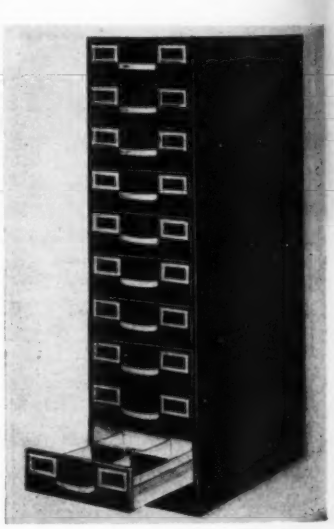


NEW ENGLAND'S LINE OF WOOD FURNITURE

Responding to the demand for steel saving furniture NEW ENGLAND has produced a line which embraces items many manufacturers have not even attempted to make in wood. Our organization of wood craftsmen have followed the same fine standards of cabinet making which they have used for many years. Thus it is only natural that users reaction should be very favorable and the demand for these units tax our production facilities.

All NEW ENGLAND furniture is made of hard woods—made right in our own shops under our own control. You will find many evidences of "NEW ENGLAND'S" know how whenever you examine any unit closely.

If you have experienced difficulty in obtaining these items in wood write today for complete information.



MULTIPLE DRAWER CABINETS. Full suspension drawer action as smooth and light as a feather.

2 complete lines — 28" deep and 52" high and 18" deep and 50" high.

7 Drawers—14 compartments for 8x5 cards

8 Drawers—16 compartments for 6x4 cards

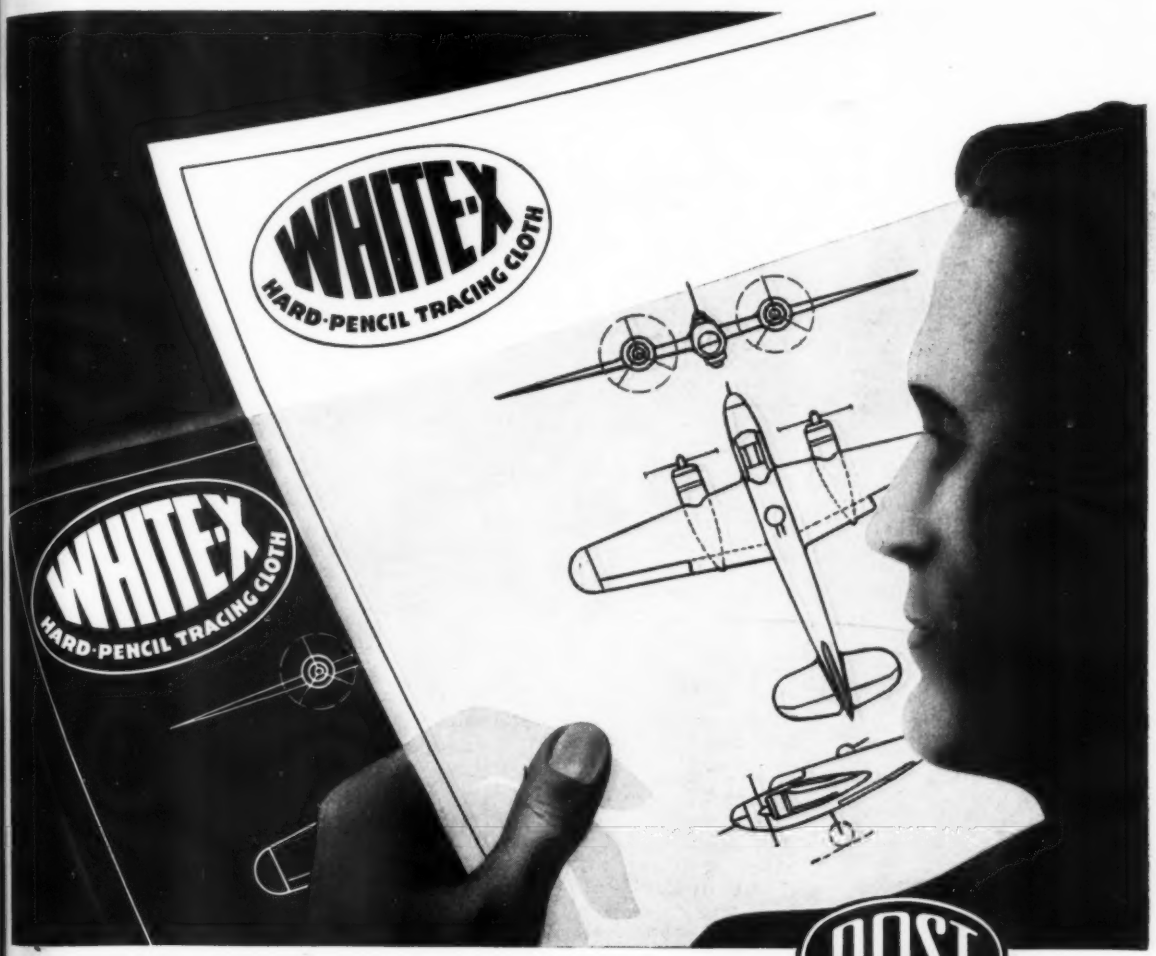
10 Drawers—20 compartments for 5x3 cards

FILING CABINETS in letter and legal sizes—with or without lock—easy sliding full drawer suspension — plastic label holders and drawer pulls — in olive green or walnut finishes.

CARD CABINETS — Sturdily made of laminated birch, NEW ENGLAND'S Card Cabinets in olive green finish have a steel-like appearance. They come in 1-drawer, 2-drawer, 4-drawer, 6-drawer, and 9-drawer units for both 5x3 and 8x5 cards. There is also a 7-drawer cabinet with 14 compartments for 8x5 cards and a 10-drawer cabinet with 20 compartments for 5x3 cards. Select a sample order from our catalog. One examination will convince you.

The NEW ENGLAND LINE embraces many other office and factory units designed expressly to take the place of steel so vital to our war efforts — LOCKERS, STORAGE CABINETS, SECTIONAL BOOKCASES and CLOTHES RACKS. We are equipped to manufacture special equipment in all types of wood from Architects' drawings and specifications. Let's get acquainted.

NEW ENGLAND WOODWORKING CO. • 512 E. 137th St. • New York City



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Take a dime out of your pocket and toss it on the floor. Now stand on a chair and look down on it . . .

That dime is about the size a reasonably large bombing target appears to be when an American bombardier squints at it from 18,000 feet. Yet in spite of distance, air currents and plane speed, the bombardier can smack it right in the middle with a 2-ton block buster. Not *every* time, perhaps, but the Nazis and the Japs can tell you it occurs with devastating frequency.

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The Norden Bombsight is the most accurate and at the same time the most complex sighting instrument ever devised by man. It is made up of literally thousands of separate parts, so precisely fitted and synchronized that the slightest error in any one of these parts could destroy the effectiveness of the entire unit. Everything *must* be perfect!

It is with real pride, therefore, that the Victor Adding Machine Company announces that it is now in production on the Norden Bombsight for the United States Army. No higher tribute could be paid to the skill and ingenuity of the men and women of the Victor organization.

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25th Anniversary — Victor Works — for Victory!

Conserve your adding machines by having them inspected and cleaned at regular intervals by your local Victor dealer or factory branch.

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GUNN pledges itself to build the best merchandise it can under present conditions, and

RECOMMENDS you anticipate your needs as long in advance as possible.

WAR has forced us to confine ourselves to the manufacture of fewer lines and this should enable us to give you better service.

BONDS EVEN A BETTER BUY THAN GUNN DESKS.

MEMBER WOOD OFFICE FURNITURE INSTITUTE

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We have received a large shipment of the finest finished leather goods from England, made for us in world-famous English workshops.

We shall do our best to distribute this choice merchandise fairly and equitably among our customers.

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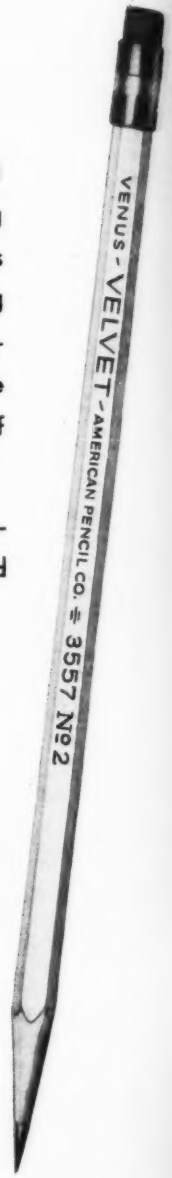
THAT'S why Venus-Velvet Pencils are welcomed in any office. **Colloidal Lead** does it . . . taking a point and keeping it long after ordinary pencils need resharpening. And **Pressure - Proofing** prevents either the wood or the lead from splintering. All of which means smoother, faster, more effortless writing for every job. Five degrees of hardness to satisfy any average purpose.

Switch to Venus today. Venus-Velvets are surprisingly inexpensive. You'll find them at any good stationer's, or at your regular office-supplier.



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MASTERCRAFT

DIVISION OF SHAW-WALKER

KALAMAZOO, MICHIGAN

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IS IN "THE LINE TO BUILD ON"

Never was it so vital to build and build constructively — today's new contacts, new businesses and expanding demand will place you in a position to do the fine, efficient, thorough-going job which will be demanded in the days ahead.

And if you have placed your confidence in a manufacturer who has always enjoyed the dealer's confidence—a concern which is known as "A Dealer Organization"—then quite certainly you may look forward confidently to the future. On this basis, Security has won its reputation—you will find that theirs is quite truly A LINE TO BUILD ON.

DELIVERY is a paramount feature today. Illustrated at the left are a few items of Security's popular Wood Line — obtainable for immediate shipment.

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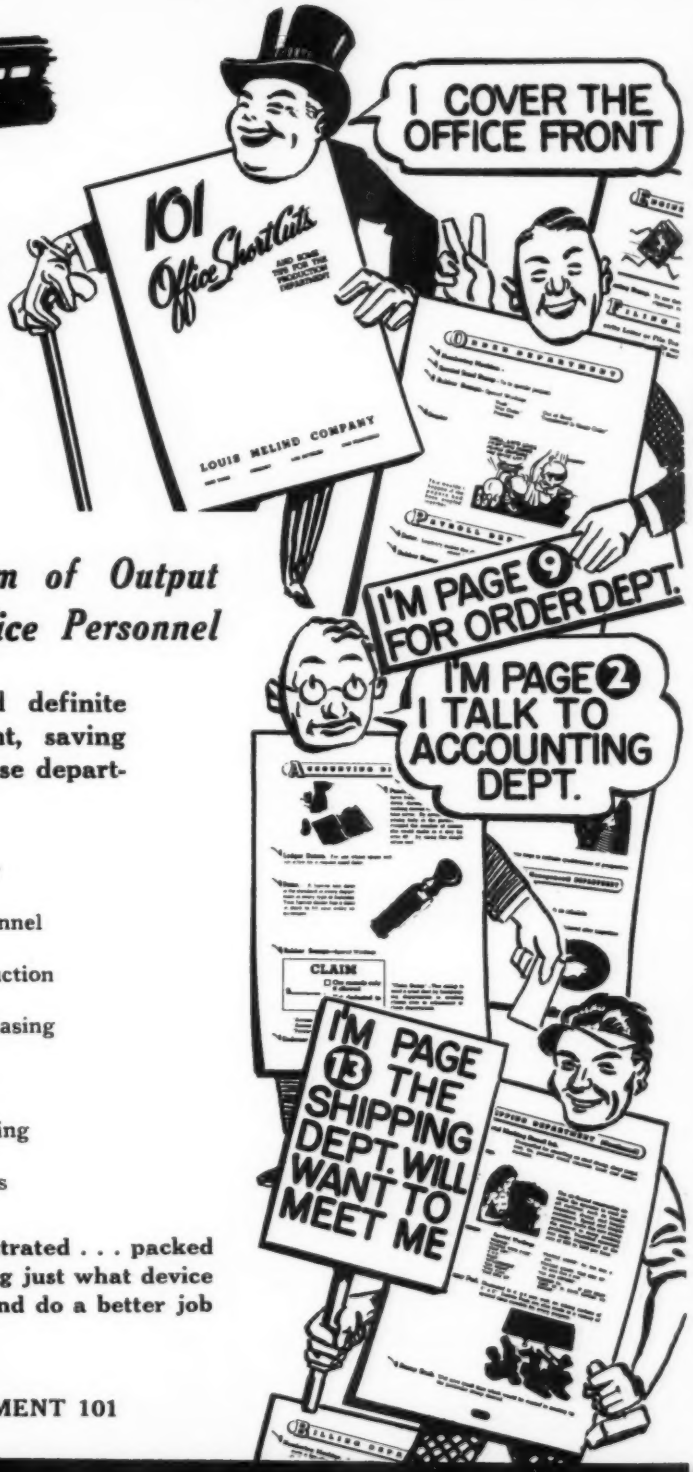
FREE! TO OFFICIALS -- 101 Office Short Cuts



How To Obtain A Maximum of Output With a Minimum of Office Personnel

Contains over a hundred definite suggestions for improvement, saving time and cutting costs in these departments:

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Filing	Purchasing
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Concise suggestions . . . profusely illustrated . . . packed with ideas and concrete examples showing just what device to use in order to save work and time, and do a better job in your office.

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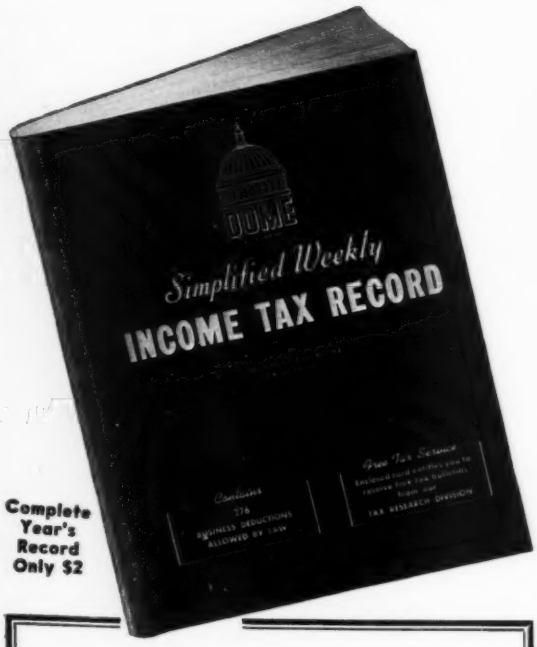
Free TO ALL USERS

Complete TAX SERVICE With This Record Now Gives You GREATER BENEFITS!



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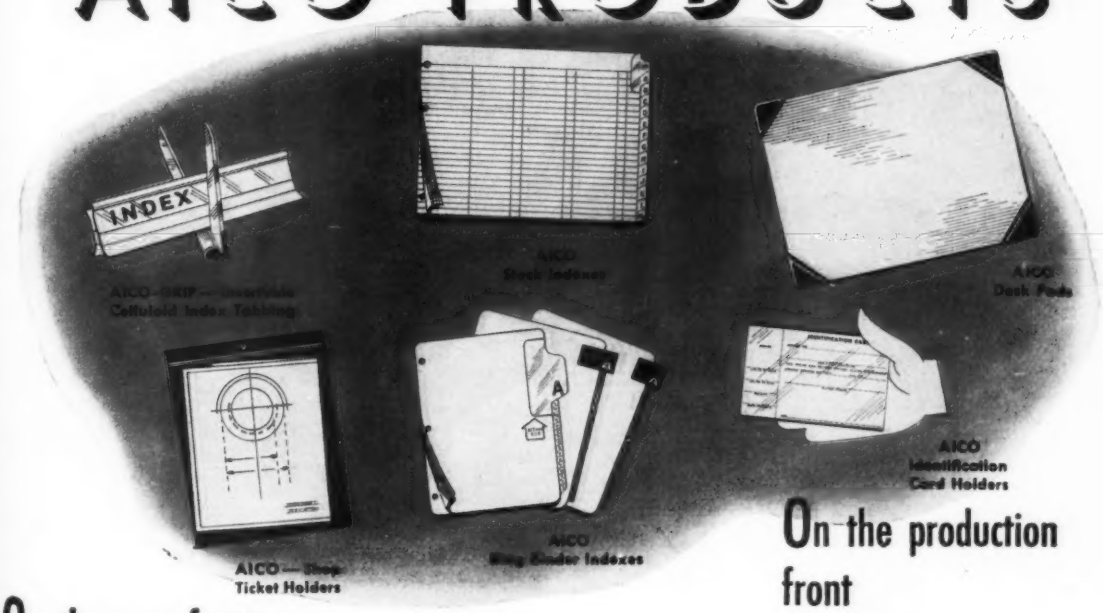

On the war front

Aico Products are used by these branches of our military forces:

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U. S. A. Ordnance Corps

U. S. A. Air Force

U. S. Navy

U. S. Marine Corps

War Department

Through the stationers, bookbinders and printers of the nation, AICO products are being distributed to practically every division of our military forces, to every essential industry producing the materials vital to the successful prosecution of this war for freedom.

AICO is proud of the service it has been able to render the government and essential war industries through its loyal dealer organization, helping to speed the vital record keeping operations needed for the gigantic task of winning this war.

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Aico Products are used by these essential Industries:

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Automotive Industry

and practically every other industry mobilized into our gigantic war production program.

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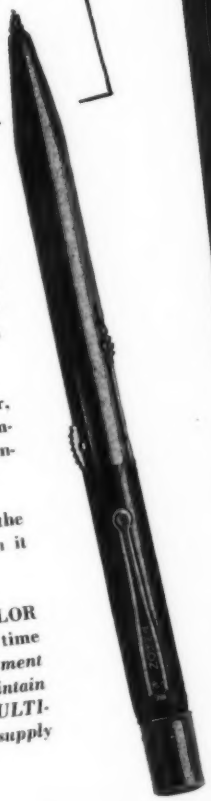


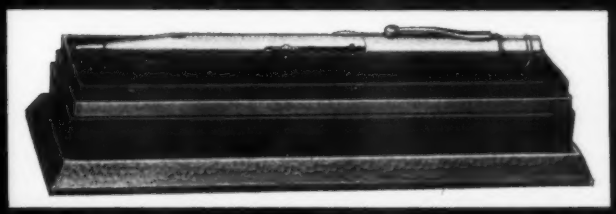
"More and more supplies" is the call today from our fighting forces. Our duty lies in answering that call. As a result our plant is 100% engaged in war work making it impossible to manufacture NORMA MULTIKOLOR pencils for our many dealers.

We are today, more confident than ever, however, that our reputation for fair business practices, combined with a dependable product will be our guarantee for the future.

We are confident that you will again purchase the fine line of NORMA MULTIKOLOR pencils when it again will be our privilege to make them.

It is our purpose to make NORMA MULTIKOLOR pencils last for the duration and until such time as new ones can be made. *Our Service Department today as heretofore, is fully equipped to maintain expert 100% service on any type NORMA MULTIKOLOR pencil irrespective of age. Complete supply of leads and erasers available for all models.*

The pencil of tomorrow



NORMA MULTIKOLOR

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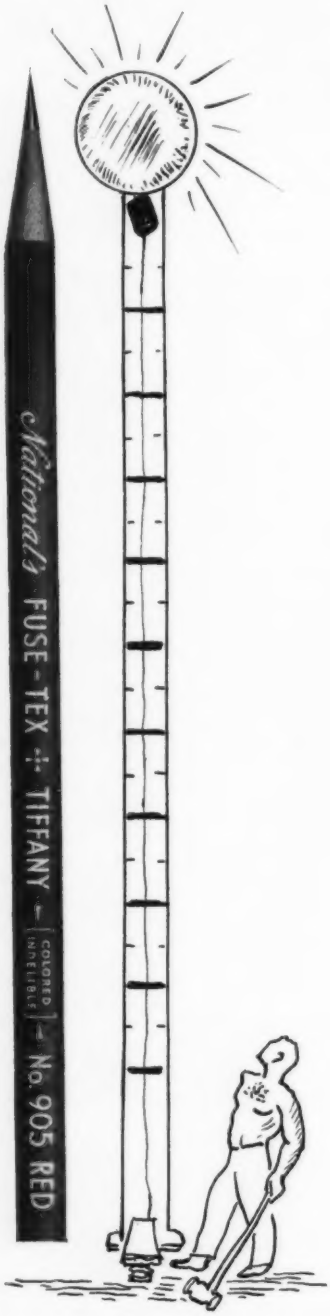

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OFFICE EQUIPMENT Digest

Edited for PURCHASING AGENTS, CONTROLLERS & OFFICE MANAGERS

OCTOBER, 1943

Volume 4 No. 10

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OUR COVER PICTURE

● A scene in the tabulating department in the offices of the Sperry Gyroscope Co., one of the nation's biggest and busiest manufacturing organizations.

Published monthly by
ANDREW GEYER, INC.
Established 1877
260 FIFTH AVENUE, NEW YORK 1

M. A. Geyer, President; James E. Neary, First Vice-President; Donald McAllister, Second Vice-President; T. V. Murphy, Editor, and Hugh Ward, Advertising Manager.

Thanks for the Typewriters

★ Thank you, says the Government to the offices of the country, which have in recent months contrived to release sufficient typewriters to take care of the emergency needs of the Armed Services.

Effective October 1st, the government program of procuring typewriters from office and other civilian users for the Armed Services has been discontinued. This action came because the Government has now purchased practically all the Class A machines in dealers' stocks and the dealers themselves have exhausted the supply of machines of that class available from the public. The procurement program is therefore no longer economically justified.

An estimated 325,000 new and used machines were acquired during the campaign, which owed its success fundamentally to the ingenuity of office managers and other office executives in increasing production per typewriter, so that, despite the heavier demands of war-time, vital office work can be carried on through the use of fewer machines.

About the same time that it announced the ending of the procurement program, WPB also announced that the typewriter industry is being given orders to increase the manufacture of typewriters to fill Army, Navy, Maritime Commission, and other war orders. These new machines, none of which will be available to civilians, will be mainly telegraphic keyboard, wide carriage, and other special varieties.

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NEW YORK

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A Time Saver for Busy Executives

THIS PAGE WILL BRING YOU ANY INFORMATION YOU NEED

To get without obligation from manufacturers and other suppliers further particulars regarding any merchandise or service mentioned in this issue in advertisements.

1. Check the advertisements in which you are interested on the list below.
2. Write your name, firm name, and address in the space provided.
3. Tear out page, put it in envelope, paste on this convenient no-postage-required address label, and mail. WE WILL DO THE REST.

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Check advertisements regarding which you wish more information.

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—Imperial Methods Co.	92
—International Bronze Tablet Co., Inc.	112
—Jasper Chair Co.	32
—Koh-I-Noor Pencil Co., Inc.	101
—Mailer's Service & Equip. Co.	112
—Markwell Mfg. Co., Inc.	56
—Mastercraft Loose Leaf	49
—May, J. L., Co., The	88
—Melind, Louis, Co.	51
—Metalstand Co.	95
—Michigan Desk Co.	28
—Minnesota Mining & Mfg. Co.	21
—Mittag & Volger, Inc.	15
—Moore Push-Pin Co.	88
—Morilla Co., Inc., The	113
—Mohawk Chemical Products, Inc.	41
—Nascon At-A-Glance Products	2nd Cover
—National Pencil Co.	58
—Neva-Clog Products, Inc.	17
—New England Woodworking Co.	42
—Norma Multikolor	57
—Old Town Ribbon & Carbon Co., Inc.	19
—Oxford Filing Supply Co.	20
—Parker Pen Co., The	5
—Page Co., Henry F.	112
—Post Frederick, Co., The	43
—Quality Park Envelope Co.	76
—Regalia Mfg. Co.	113
—Reliance Pencil Corp.	77
—Reyburn Mfg. Co., Inc., The	94
—Rite-Rite Mfg. Co.	112
—Rockwell-Barnes Co.	12-13
—Rochester Wire-O-Binding Co.	82
—Royal Metal Mfg. Co.	24
—Sanford Ink Co.	35
—Schollhorn, Wm. Co., The	114
—Scripto Mfg. Co.	93
—Select Paper & Tablet Corp.	112
—Seneca Rulers, Inc.	107
—Sengbusch Self-Closing Inkstand Co.	91-100
—Sheaffer, W. A., Pen Co.	75
—Shaw-Walker Co., The	22
—Shepherd, N. T., Chair Co.	37
Security Steel Equip. Corp.	50
—Speed-O-Print Corp.	44
—Speed Products Co.	31
—Staedtler, J. S., Inc.	79
—Standard Record Co.	113
—Stationers Loose Leaf Co.	4
—Stewart, R. A., & Co., Inc.	99
—Swan Pencil Co., Inc.	90
—Tauber-Tube Binding	10
—Tax Pub. Co.	110
—Technygraph Co.	108
—Underwood-Elliott-Fisher	4th Cover
—United States Bronze Sign Co., Inc.	111
—United States Leather & Luggage Co.	47
—U. S. Victor Fountain Pen Co., Inc.	84
—Universal Office Equip Co.	111
—Victor Adding Machine Co.	45
—Victor Safe & Equip. Co., Inc., The	112
—Victory Chair Co.	111
—Vogel Peterson Co.	110
—Wabash Cabinet Co., The	97
—Wansco Paper Co.	83
—Waterman Co., L. E.	33
—Webster Co., F. S.	81
—Wilson Memindex Co.	114
—Wonder Lock Co.	114
—Write, Inc.	114
—Yawman & Erbe Mfg. Co.	36
—Zephyr, American Corp.	86-87-101

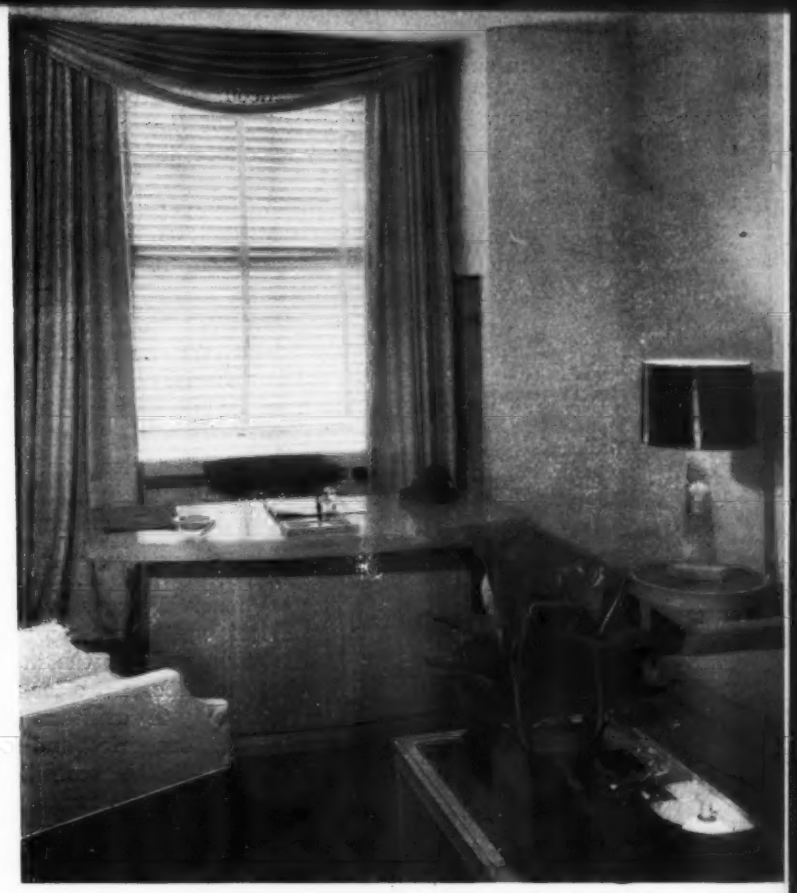
YOUR NAME ..... **TITLE** .....

FIRM NAME .....

ADDRESS .....

How Will Women Executives Change the Office?

By Andrew Duane



THE FEMININE INFLUENCE

Private office for a woman advertising executive. At Rockefeller Center, New York. Specially designed honey-colored mahogany furniture is effective against sage green walls. Chartreuse hangings repeat tone of leather chairs. Accessories in brushed brass and crystal. Office designed and executed by Intramural, Inc., New York.

★ Women have been working in offices a long time now, although there are many people still around who can remember staring after those first black-bombazine-skirted stenographers and clerks as they tripped self-consciously along to their jobs in the overwhelmingly masculine office sections of our leading cities in the Elegant Eighties and Gay Nineties. The women, God bless them, have come to be mighty important in the office world!

They are going to be even more important after the war is over. That is the considered opinion of most business leaders I have spoken with. That was the consensus of the discussion of women's place in the post-war office held at the recent annual convention of the National Office Management Association.

The figures presented at this discussion were very revealing as to the widespread replacement of men by women in office work during the past two or three years. Many such jobs taken over by women are of ordinary routine character, but large numbers of women have been newly placed in high-level jobs and

in supervisory and executive capacities and other women office workers are constantly being encouraged to take the training for such jobs.

Now, with a rising tide of women attaining supervisory and executive positions, what may we expect their influence to be on the equipment and furnishing of the office?

There are some men office executives who profess in this respect to fear "femininization" of the office. None of these men object to what women have been doing since our cave-dwelling days to make our homes better-looking, more comfortable, more livable. They gladly turn over to their wives and daughters the task of furnishing and decorating the home, and usually are mighty proud of the result. Yet they spend most of their waking hours not in these cherished homes but in offices frequently so drab, so uninspiring, even so definitely uncomfortable, that their womenfolk visiting them there come away puzzled and surprised.

When a woman gets an office of her own, particularly if she has a free hand in the furnishing or refurnishing of it, the resultant office is likely to be a far more cheerful, livable room than it would be if fixed up for a man's occupancy. It will be just as efficient in all its arrangements as a man could wish, but it will certainly not have the stiffness, the somberness, the cold formality which mark the usual masculine office. It will not be an anonymous interior, looking like any picture from any office equipment catalogue; it will have stamped on it the individuality of the occupant.

With the rise of women to important office positions, we are sure to see more color in the office, not only in furniture (carrying on a trend evident before the war), but in walls, draperies, and rugs as well. We are going to see more artistic lighting—lighting considered for its contribution to the appearance of the room as well as for its illumination value. We are going to see wider use in the office of many of the decorative accessories so indispensable in the home—pictures, screens, flower containers, bookends. These are not of course innovations, being more or less familiar to progressive offices eyerywhere. But woman, with her new power in the office, is going to introduce them where they now are not, and we will like it!

AN OFFICE WITH GLAMOR!

Office of Mars, Inc., Chicago. Thickly carpeted floor, Oriental rugs, flowers and plants, soft lighting, and a fountain playing in a recessed niche are some of the features which lift this office out of the conventional rut.

On the whole, civilians will get less of the available supply of fountain pens and mechanical pencils after October 1st than they did before.

What About Supplies of Fountain Pens and Mechanical Pencils?

By A. G. Frost
Esterbrook Pen Co., Camden, N. J.

★ In behalf of the fountain pen and mechanical pencil manufacturers I am reporting upon WPB Order L-227, which controls the industry, and particularly upon the changes in the order which became effective October 1st. Desk sets, including dip pens with fountains, are fountain pens as defined in the order.

The previous order, which has been in effect since December, 1942, permitted an over-all production for all purposes at the rate of 50 per cent of the 1941 production of fountain pens with gold nibs and 35 per cent of those previously made with steel nibs. Because in 1941 so many more pens were made with steel nibs, the average over-all production of all fountain pens was only 37 per cent of 1941. The allowable production of mechanical pencils of all types, prior to October 1st this year, was 47 per cent of those produced in 1941.

Because all Claimants, which include Army, Navy, Lend-Lease, Export, and Domestic Civilians, had to be supplied from one pool, manufacturers' deliveries have been controlled by the priority system. This resulted in an uneven distribution of individual brands among the various Claimants. Buyers with the highest ratings were able to drain the limited supply away from less essential users.

In the same manner, the distribution among dealers was also uneven. Some lines, which were popular with the priority buyer, were distributed largely through those dealers who were able to get such orders—to the disadvantage of dealers whose customers were in the non-priority class. In such cases, the priority buyer and his dealer were getting the share intended by WPB for general civilian use.

Other lines in which priority buyers were less interested had a larger portion available for Civilian Supply. Presumably, there were some instances where production went entirely to civilians and dealers benefited accordingly. In such cases, Civilian Supply was getting goods which WPB had planned for Army, Navy, and other claimants. (*Turn to next page*)

From address delivered October 5th at National Stationers Association annual War Council in Chicago.

The amended order changes the procedure in that the allowable production is now divided into two classes: (1) Civilian Supply—and (2) Special Orders for Army, Navy, Lend-Lease, and the Office of Economic Warfare (Export). Each of these claimants is protected against invasion of his allotment by any other claimant.

After October 1st, each manufacturer may produce exclusively for Civilian Supply at the rate of 30 per cent of his 1941 gold pen production and 22 per cent of those previously made with steel nibs. The average production of all fountain pens for Civilian Supply is now 23 per cent of 1941. The production of mechanical pencils for Civilian Supply is set at 20 per cent of 1941. Additional production for Army, Navy, Lend-Lease, and Office of Economic Warfare will be allowed in such quantities as may be approved from time to time by WPB.

The effect of the new order on dealers' supply of individual brands is impossible to forecast. Those manufacturers' lines which formerly were most vulnerable to priorities will now have more for distribution to civilians, while those who were selling the most of their production for Civilian Supply will now have less for that purpose. *In the aggregate, Civilian Supply has been getting more than the percentages now allowed them, so as a whole civilians will get less after October 1st than they were getting before.*

Special Orders

As previously stated, separate allotments have been made for Claimants other than Civilian Supply—such as Army, Navy, Lend-Lease, and Office of Economic Warfare. These will be known as "special orders." Production of these special orders by the manufacturer must be approved by the WPB in advance of each calendar quarter. If no authorized production is available, the order must be held until the succeding quarter, or cancelled.

Very little of this special order business is available to dealers.

Army Purchases

Army—The industry has been advised that all pens and pencils for the Army (including Post Exchanges) at home and abroad will hereafter be purchased by the Quartermaster at Jersey City, N. J., and only from manufacturers direct. All purchases by Army branches not through the Quartermaster, if there should be any, are not chargeable to the Army allotment but must come from Civilian Supply. If such an order be taken by a dealer, it must come from whatever civilian quota he is allowed by the manufacturer.

Navy—All Navy purchases will be handled as heretofore and will be supplied to the limit of production authorized for that purpose. Only those orders can be charged to the Navy allotment, which plainly show they are sales to or for the account of the Navy.

Lend-Lease—Special orders for Lend-Lease will be purchased through the Treasury Procurement Division under the same procedure as used

(*Turn to page* 74)

Pens and pencils, the primary tools of the office—conserve them!

Executive Mansion
Oct. 17, 1861

Maj. Ramsey
My dear Sir

The lady—bearer of this—says she has two sons who want to work—Set them at it, if possible—Wanting to work is so rare a want, that it should be encouraged

Yours truly
A. Lincoln

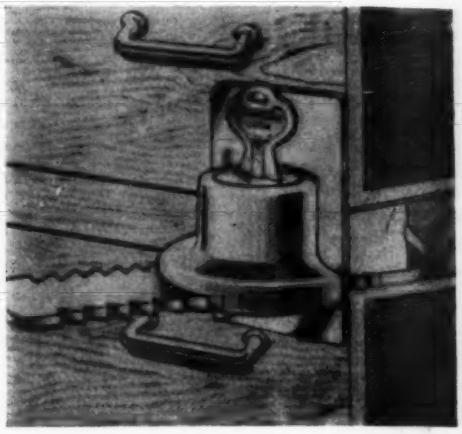
Abraham Lincoln Issues a Directive

★ In an earlier war, in a simpler day, Government paperwork involved no such elaborate procedure as it usually does today. Eighty-two years ago this month, President Lincoln dipped his pen into the ink, pulled out a sheet of very ordinary nickel-a-packet letter paper, and wrote to Major Ramsey the message reproduced above, reading: "The lady—bearer of this—says she has two sons who want to work. Set them at it, if possible. Wanting to work is so rare a want, that it should be encouraged."

This letter is photographed from a Deeptone reproduction of the original letter by the Lakeside Press, R. R. Donnelley & Sons Co., Chicago. The original was lent by Oliver Barrett of Chicago.

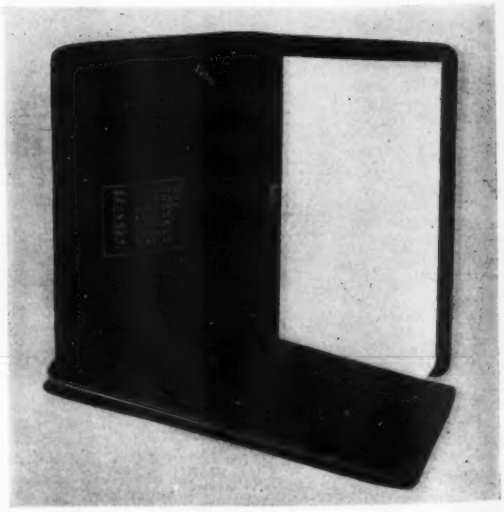
New Items of Stationery

TAX WITHHOLDING CHART for instantaneous calculation of the withholding tax to the nearest dollar of wage or nearest 10 cents of tax. Any code already in use in a payroll department can be applied to this chart without change. Only one hand is used in its operation and, according to the manufacturers, "any clerk can learn all there is to know about it in five minutes." The chart is made of heavy, substantial board, measures 8½ x 14 inches. A product of Rand McNally & Co., 536 S. Clark St., Chicago.



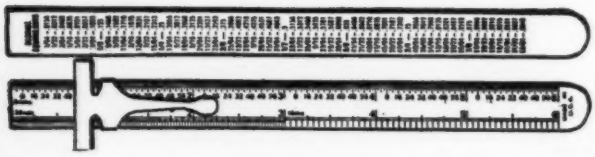
LOCK OF MANY APPLICATIONS is the one shown here, made by the Wonder Lock Co., 53 W. Jackson Blvd., Chicago. It consists of a ratchet bar, two keys, and a brace plate, and its total weight is only five ounces. The Wonder lock can be fitted without tools, screw, or nails to all types of drawers, and is suggested as especially useful for files. The key is two-sided to make duplication doubly difficult.

AQUADEX is the name of this new moistener from the Zephyr American Corp., 2 W. 46th St., New York, designed to replace the sponge-cup moistener. Aquadex has a plastic top that automatically releases a proper amount of moisture and does not become sticky or gummy. Aquadex is made of ebony glass to match two other items, the Rolodex moistener and Dipodex inkwell which Zephyr American is making available this fall to sell for $1 each.



POCKET SECRETARY, gold-stamped, and available in English morocco or genuine pigskin. It has a perpetual calendar, a removable memorandum book, and pockets for carrying papers, business and identification cards, and currency. Retails for $4.95. From U. S. Luggage & Leather Products Co., 29 W. 34th St., New York.

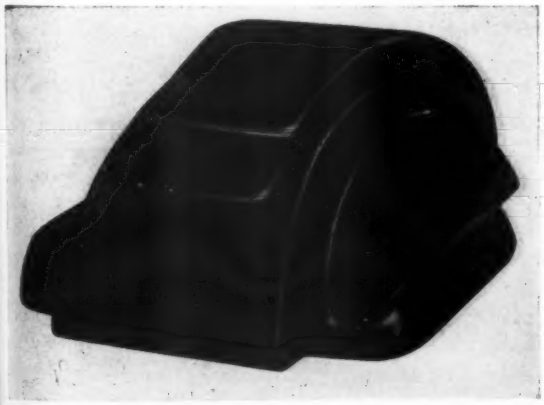
STEEL POCKET SCALE with pocket clip and depth gauge, in ample stock for prompt delivery, from the Mark Specialty Co., 406 Temple Bldg., Rochester 4, N. Y. A1-AA1 priority is required. Retails for 50 cents.



And Office Equipment

INK-OUT is the name of this ink and stain remover made by the Cardinell Corp., Montclair, N. J. The picture shows a dealer display carton. It comes in 25- and 50-cent sizes. The two bottles hold Cardinell Flash-Dri stamp-pad ink, which is non-hydroscopic, instant-drying, waterproof, and non-smearing. It will not settle in the bottle. It comes in five colors, red, blue, black, green, and purple, and seven sizes, 1½, 2½, 4, and 8 ounces, pints, quarts, and gallons.

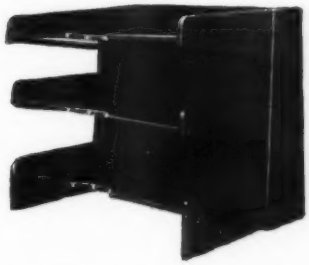
CLING is the name of this new paper cement, made by Mohawk Chemical Products, Inc., Land Title Bldg., Philadelphia. As a substitute for rubber cement, Cling has many characteristics of that item. According to its manufacturer, this new cement does not curl, wrinkle, shrink, or warp paper, and makes a flexible, waterproof joint. Can be used on metal surfaces, waxed papers, cellophane, foil, rubber, leather, wood, glass, cloth, and similar surfaces. Cling is packaged in 4, 8, 16, and 32-ounce sizes, retailing for 45 and 70 cents $1, and $1.75.



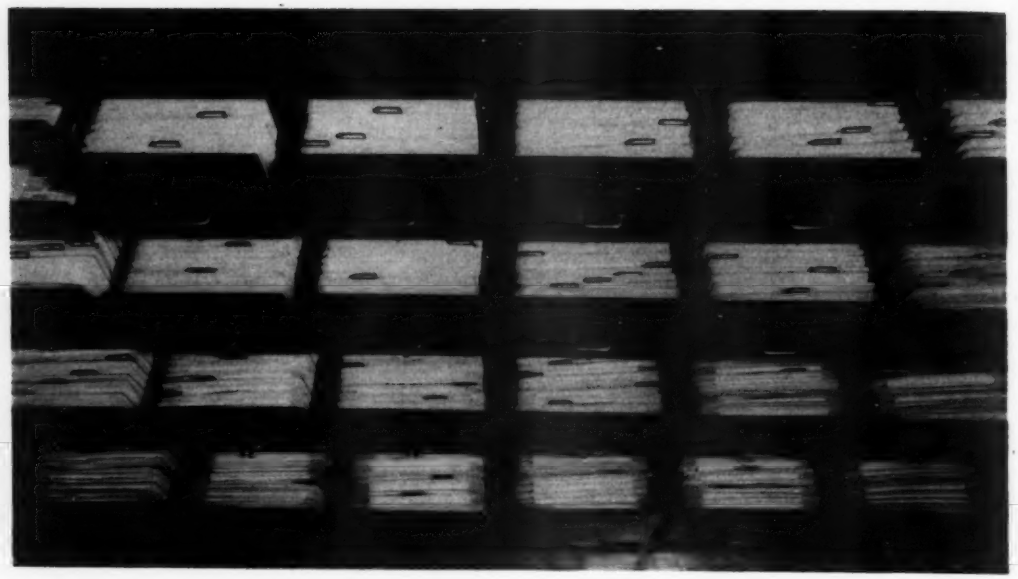
DIPODEX is the name of this new streamlined ink well from the Zephyr American Corp., 2 W. 46th St., New York. It has a smooth-sliding cover and pen and pencils racks on either side. Dipodex inkwell is one of four new items to retail for $1 each, which are being put on the market this fall by Zephyr American. Three of the new items, Aquadex moistener, Rolodex moistener, and Dipodex inkwell (shown here) are made of matching ebony glass.

NEW PACKAGE to replace restricted metal in the boxes for Codo Cleartex typewriter ribbons, made by the Codo Mfg. Co., Coraopolis, Pa.

NEW BEAM COMPASS from the Mark Specialty Co., 406 Temple Bldg., Rochester 4, N. Y. The chuck-type pivot has a renewable needle and micrometer adjustment. Supplied with chuck-type pencil part. Parts operate on an 18-inch beam, 3/16" square. Retails for $10.



EVER-HANDY TRAY made all of wood by the Metalstand Co., 1615 Melon St., Philadelphia. This three-tier rack, suitable for sorting and distributing, has sloping trays to hold papers securely and cut-outs for greater ease in handling papers. Made of selected hardwood, the tray is finished in office furniture dark olive green, measures 10 x 12 x 8¾ inches with a 8¾ x 12-inch tray size, and is priced at $6.



Filing After the War

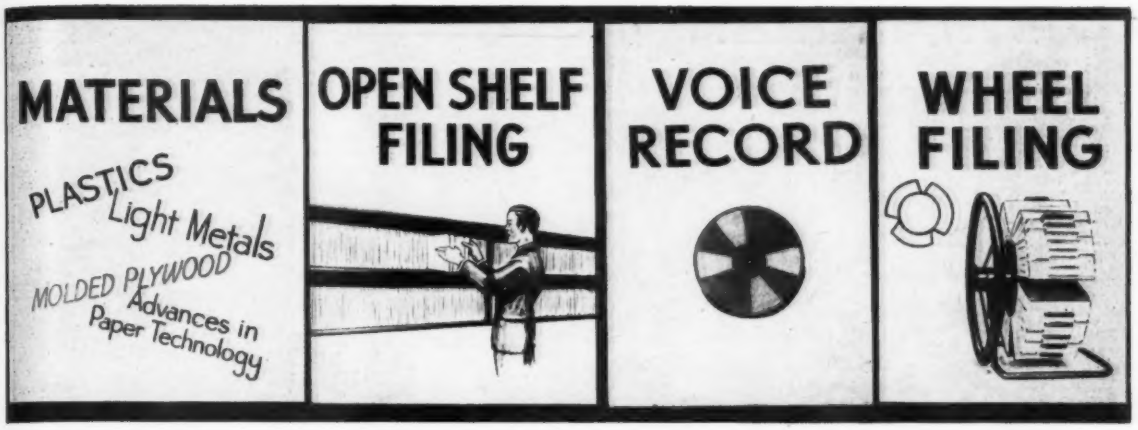
By Richard A. Jonas, Jr.
Oxford Filing Supply Co., Brooklyn, N. Y.

★ I am sure we have all had our imagination and curiosity excited by the glimpses that have been given us of various post-war products in newspapers and periodicals. One large advertiser has put it very aptly when they speak of "imagineering" for the products and services of the future. Some few weeks ago my wife exclaimed in admiration over a new design of refrigerator which probably some of you have seen in national magazines—a design that has a revolving interior shelf construction so that instead of having the food you want always tucked away in the back of the refrigerator, you need only to revolve the shelf to make immediately available in front of you the particular dishes you want. In our lighter moments we might refer to this as a rotary food filing system. The recent World's Fair whetted our appetite for "The World of Tomorrow" and the restrictions on manufacturing brought about by the war have excited that appetite perhaps more than at any previous time in the nation's history.

Perhaps there is more glamour in a new refrigerator or motor car than there is in a new filing system, but some of us can get a kick out of looking ahead to the filing methods of the future. For purposes of this discussion I prefer to stay pretty close to first base in my "imagineering" and stick to those systems or methods which are not too new or fantastic, but rather are already established inventions which are in their infancy or their early stages of usefulness.

First I would like to mention *"open shelf filing."* This method of filing is actually in use today but in a very limited way. You see a rough illustration of it herewith. It is being used at present with ordinary manila file folders which are placed end-wise in the shelves. The shelves are completely open during the day but can be covered with a zipper type shade to keep off dust during the night, concealing the records from prying eyes and so forth. In the morning when the cover is removed, the effect is the same as if every filing drawer in an entire battery of files had been opened up for ready reference, but in this case the file clerks can walk along the rows of shelving and select any file folders desired without the physical effort or other necessity of opening and closing a drawer. In fact, the filing room becomes a sort of oversize filing cabinet, and the shelves are the interior fittings, and the file clerks are walking in and among the file drawers at all times. The indexing is done vertically—up and down the side of the folders—and this method of open shelf filing is claimed to be a success in certain types of filing, such as numerically filed records, where

This article is based on an address delivered by Mr. Jonas October 6th at the annual War Council of the National Stationers Association in Chicago.



METHODS OF FILING

the indexing is very simple. The cost of housing each hundred inches of filed material is considerably less when using open shelves of this kind than it is when using regular filing cabinets, for obvious reasons.

Advantages, disadvantages

Of course, it must be borne in mind that practically all filing methods have their disadvantages as well as their advantages. One disadvantage of open shelf filing is the use of greater floor area which it requires. It is shallow in depth. That is, you must have an aisle for each row of folders, which in this arrangement is 12 inches deep for letter size and about 15 inches deep for legal size. With conventional filing cabinets, the depth of filing material in relation to the aisle space is around 25 to 28 inches, or approximately twice the depth of filed material in each aisle required for open shelf filing. Open shelf filing can be carried up somewhat higher than conventional filing cabinet installations, the bottom shelf with its side indexing is rather awkward to use, and it seems that the overall effect is to require more space for open shelf filing than for conventional filing cabinets. However, the cost of this extra space may be worthwhile for the equipment economy obtained in open shelf filing—that is the low cost of the shelving. It's worth thinking about.

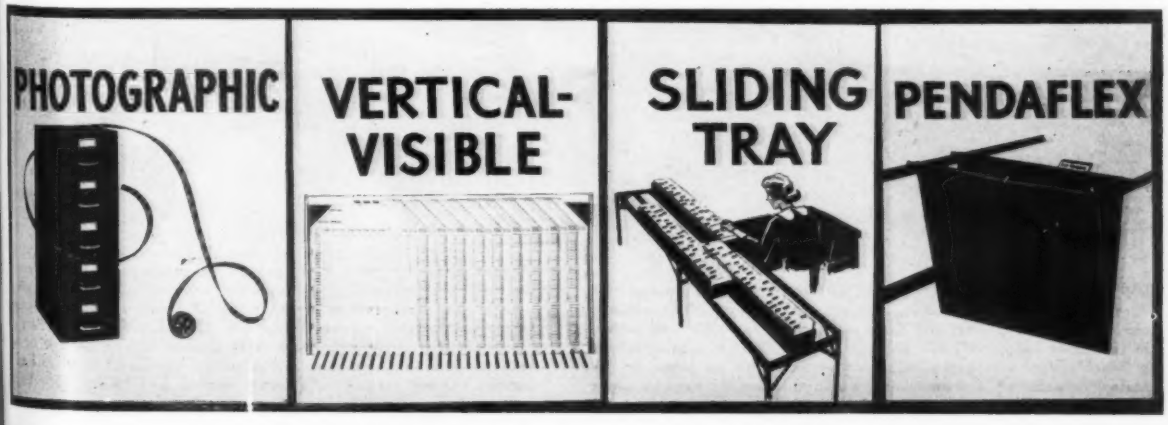
Voice record

Phonetic or voice record filing. This process calls for the use of thin plastic discs on which may be recorded in phonographic style, any dictated letter or other type of business message. This disc can be mailed to any recipient who has a reproducing machine to read off the message to him. Then the disc can be filed very much in the same way as business correspondence is filed today.

Perhaps the chief advantages of this process is in the elimination of typing and transcribing, rather than in the filing. Of course extra copies can be made automatically by the sender for file copies and the like. Perhaps letters like this would be more informal than they are now, but

(*Turn to page* 78)

METHODS OF FILING (Continued)



New in Office Furniture

STEEL-CONSERVING COPY HOLDER. Shown here is the current model of the CopyRIGHT copyholder for stenographers and typists, made by the Copy Right Mfg. Corp., 53 Park Place, New York 7. The steel content in this model has been reduced in accordance with war-time restrictions, but the vital operating features are all made of steel, as in prior models which have been in use for nearly fifteen years. Notes or copy work are suspended directly in front of the typist, in her natural line of vision. Copy is moved up with a slight touch of the lever. Further information on request to the company.

ALL WOOD TYPING STAND made by the Metalstand Co., 1615 Melon St., Philadelphia, features a sliding leaf that ejects from either side, as shown by phantom in picture. Frames and legs are made of selected hardwood, tops and leaf are of five-ply veneer, finished in office furniture dark olive green. Large casters to assure utmost portability. Top size 14 x 17½ inches; leaf expansion, 12 inches; overall height, 26 inches. Shipped set-up and ready for use. Priced at $9.

FLAKED FOAM RUBBER CHAIR CUSHIONS made by the Fair Furniture Co., 300 Jellif Ave., Newark, N. J. The 1-inch cushion shown here is reversible with fibre matting on one side, and comes in two sizes: executive's and stenographer's. There is also available a 2-inch model with gusset which comes in brown or green, in the same two sizes. A 1-inch cushion made with cotton napper, same construction and same two sizes, is also available.

POSTURE CHAIR. One of several chairs distributed by the Victory Chair Co., 311 E. Fourth St., Los Angeles 13, this model No. 12 has been given tests in several Southern California war plants and its use was found to increase the efficiency of women workers whose comfortably correct posture is necessary for production expediency. It is fully adjustable, fully upholstered, in walnut or oak finish of selected hardwoods. Rubberized hair seats may be had if desired. Other Victory type chairs include arm rotary, side rotary and posture chairs, all reasonably priced.

A TEA BAR FOR THE OFFICE
For buffet service of tea, this Tea Bar was installed in prewar days at the Workshop of The Ladies' Home Journal in New York.

A Spot of Tea for the Office

By Cheney Archer

★ Office managers hear many a gripe these days from office workers who contrast their lot with that of factory workers. More money, free music and entertainment, free recreational facilities of many sorts, free vitamin pills, free or low cost lunches and refreshments are in widespread use to help keep the factory worker alert, industrious, and happy, while some office workers consider themselves lucky if the management permits them time out to smoke!

Numerous offices have found that the serving of tea is a practical and popular method of breaking the monotony of a long afternoon, and taking care of the famous four o'clock let-down. It doesn't have to be tea—coffee, milk, or a soft drink can substitute for a beverage which is in short supply in many localities. But tea (where it can be had) or coffee are best bets for the winter months, when a hot drink is most welcome. Nothing need be served with the beverage except crackers or cookies, but any of the traditional tea-time items may be added if desired—and procurable.

Taking a tip from the English, who regard the tea interval as a vital part of the office day, several New York and Boston offices inaugurated the custom of serving afternoon tea a good many years ago. Before the war, the idea had spread rather widely among eastern financial houses, advertising agencies, and other organizations. The war has undoubtedly interfered somewhat with the spread of the custom among offices, although it has vastly stimulated the serving of refreshments to factory employees.

Tea for the office can be as simple or as elaborate as is desired. It can be completely under the direction of the office itself or can be taken care of by a restaurant or caterer nearby. If the office has its own lunchroom or cafeteria, complete facilities are of course at hand. Buffet service is quick and convenient, or adaptation can be made of the factory idea of taking refreshments directly to workers by means of a wheeled cart.

News in Pictures

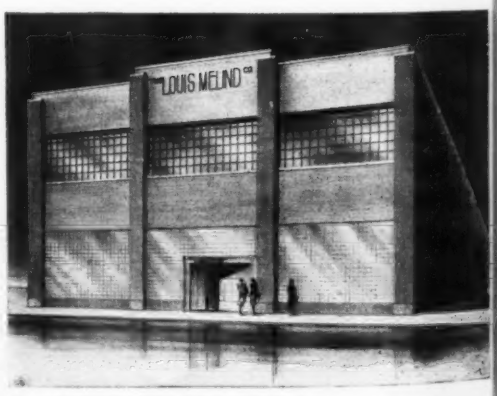
NATIONAL BLANK BOOK AT THE CENTURY MARK. Currently celebrating one hundred years of distinguished service to the stationery and office equipment industry is the National Blank Book Co., Holyoke, Mass., one of the country's largest manufacturers of blank books, loose leaf devices, and bookkeeping systems. To commemorate this noteworthy occasion, National has brought out a beautifully printed company history entitled, "Through One Hundred Years, 1843-1943." In it, the history of this typically American business is detailed, and the important steps in the company's growth are set forth in words worthy of retention.

The National Blank Book Co. was established in New York as the J. G. Shaw Co. in 1843, remaining a comparatively obscure firm until two famous paper merchants of the day, William Whiting and L. L. Brown, acquired an interest in the company, and in 1880 incorporated it under its present name. In 1888, Frank B. Towne, son of James W. Towne, well-known paper merchant, was elected treasurer of the company. From this point on, the history of the Towne family and the National Blank Book Co. are intertwined. Frank B. Towne still heads the company, holding (according to best New England tradition) the office of treasurer. His brother Edward S. Towne is president, and Joseph M. Towne, a third brother, who is largely responsible for National's position in the loose-leaf field today is vice-president. Richard P. Towne, son of Frank B. Towne, is assistant treasurer. Herbert S. Towne, son of the president, E. S. Towne, is a member of the board of directors, and is now serving as a captain in the Army of the United States; and W. Brewster Towne, son of Vice-President J. M. Towne, and a member of the New York Sales Staff, is a lieutenant in the Navy.

OFFICE EXECUTIVES, shown in the picture above, are, sitting: D. C. Hegarty, advertising; J. M. Towne, vice-president; W. E. Holman, auditor; F. B. Towne, treasurer; E. S. Towne, president; R. P. Towne, assistant treasurer, and A. B. Hughes, production. Standing are Francis Fleming, estimating; J. A. Long, customer service; R. F. Peltier, assistant superintendent; R. W. Ely, purchasing; A. E. Farr, merchandising; Herbert Burton, social goods; Harold Hansen, special orders; Frank Koehler, cost; H. M. Tanner, customer relations; and Alphonse Wilhelm, estimating.

SALESMEN, in picture below, are, sitting: Otto Drescher, N. J.; J. R. Norris, Southeastern states; H. J. Ferry, New England; H. H. Spurlock, Pacific Coast; R. L. Hammond, Neb., Ia., Minn., N. D., S. D.; R. V. Schumacher, Ohio, Ind., Ky.; J. P. Davidson, Boston (now in service); R. E. Wall, New York City. Middle row: W. A. Waldvogel, Mich.; F. E. Horner, N. J., Pa. (now in service); J. J. Macek, New York City Specials; T. H. Hanson, Okla., Tex., Kan.; Lester Weber, New York City; George Nicklaus, New York City; R. P. Towne, assistant treasurer. Top row: William Muir, Chicago manager; J. S. Croke, New York; J. P. Hawker, Wis., Chicago; R. C. Bauer, Ill., Mo.; G. E. Harscheid, Philadelphia, Baltimore, Washington; P. B. Buckwalter, general sales manager; George Marx, New York City; and A. G. Quinn, Conn., New York City.

SOMETHING NEW IN FILING. Shown here is a unique new development by the Rockwell-Barnes Co., 35 E. Wacker Drive, Chicago. It is called Rock-A-File, as it opens by means of the inner compartment rocking through a quarter-turn sidewise. Several advantages over the conventional drawer-type file are claimed by the manufacturer: No vertical lifting of filing folders at arm's length; less interference when more than one operator is working at the files; signaling is clearer without interference from guides; folder tabs are handled less and last longer; visibility is better as operator is closer to work; compartments may be left open, all of them, all day if desired, greatly reducing the day's total of muscular effort in a busy filing department; cleaner to use, because of absence of grease or oil which may soil clothing and hands; a 10% to 50% saving in floor space may be made, say the manufacturers, because of the relatively small projection of Rock-A-File compartments. To handle the production and distribution of the Rock-A-File line Rockwell-Barnes has created an Office Equipment Division. Additional space has been taken in the Pure Oil Bldg. Tower to provide offices for the new division which will be in charge of I. R. (Ike) Cornish.



NEW PLANT FOR LOUIS MELIND CO. being opened in Chicago for the manufacture of inks and rubber stamp pads. Other production facilities will remain at the home plant, 362 W. Chicago Ave., Chicago. The new building is said to house the largest plant in the world for the exclusive manufacture of inks and rubber stamp pads.

Here's How to Seal a Package!

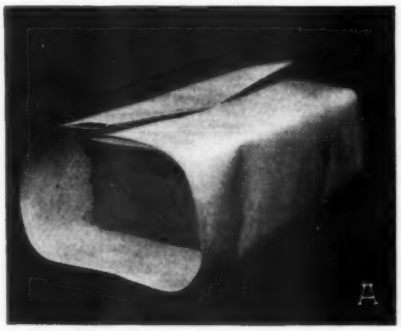
By Kendall Beaton

★ With the draining off of experienced employees because of the war there is always the danger that important knacks or techniques possessed by certain office employees may not be passed on to their successors.

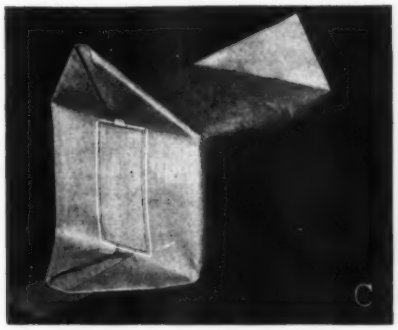
The efficiency of the mailing room, for instance, may be much reduced and serious loss to the organization incurred if John Doe, whose package wrapping approached the level of an art, is snatched away by Uncle Sam before Jane Roe, his successor, has absorbed his skill.

The wrapping and sealing of packages has been the subject of careful thought, and a definite procedure has been outlined by wrapping experts, so that there is no reason for experimentation or the use of hit-or-miss methods in this important office task.

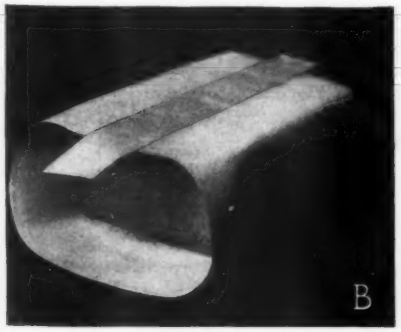
The four illustrations reproduced on this page, with the simple instructions given in the captions, will make clear to the mailing room novice the procedure for the speedy turning out of packages economical in their consumption of wrapping paper and sealing tape and giving the greatest measure of security to the contents. This method of package sealing has been widely adopted, and is in use particularly among organizations which send out large numbers of packages annually.



STEP A—Place package on paper so that when edges of paper are brought up, and front edge is tucked under rear edge, the rear edge will lie along exact center of package as shown.

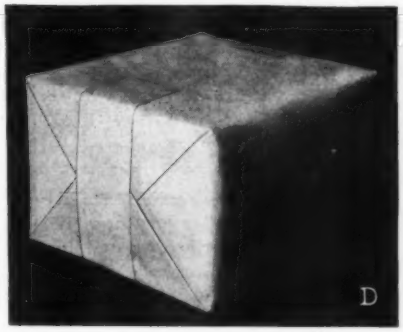


STEP C—Turn package over, so that taped seam is now on bottom. Fold end flaps from the two sides. Then connect these two sides with short strip of tape, as illustrated.



STEP B—Holding the seam with one hand, with the other hand dispense and place a strip of tape along the seam. Strip should extend about 3 inches beyond paper at each end.

Illustrations and captions courtesy of Better Packages, Inc., Shelton, Conn., makers of Counterboy sealing equipment.



STEP D—Fold down the top flap. Fold up the bottom flap, pulling the moistened tape end with it, to complete the secure sealing of the package.

Fountain Pens and Mechanical Pencils

(*Continued from page* 64)

for other government requirements and will be charged against the Lend-Lease allotment.

Office of Economic Warfare—The OEW makes no purchases, but does control all export shipments through license and shipping permits. The amended order requires no change in the manufacturer's method of handling export business. Special orders for export will be charged to the OEW allotment only if they are subject to and receive an OEW license. Shipments to United States possessions—Hawaii, Puerto Rico, Alaska, Canal Zone, and Virgin Islands—do not require an OEW license and are therefore chargeable against Civilian Supply.

Priorities

The amended order prevents priority invasion as between Claimants. Transfers from one allotment to another by manufacturers are prohibited. The Civilian Supply allotment will be reserved for civilians, the Army allotment for the Army, and so on.

Priorities are still applicable but are confined within each classification: viz., a high rated Navy order will supersede another Navy order bearing a lower rating but will not apply to goods produced for another Claimant.

There have been many changes in the authority to apply ratings by purchasers within the Civilian Supply classification. Under the regulations existing at this date, industries, and institutions classified as Civilian Supply consumers will be denied much of the priority assistance formerly enjoyed.

It is important to note that in addition to the general public, the civilian supply allotment must provide for such important consumers as Federal, State, county and municipal governments, defense plants (ships, airplanes, munitions), utilities (railroads, electricity, water, gas, etc.), institutions (schools, hospitals, etc.), industrial plants, and business offices. Also included are all Army branches other than the Quartermaster, and sales to Hawaii, Puerto Rico, Canal Zone, Virgin Islands, etc., formerly classified as "Export." All of these are large and extremely essential users of pens and pencils with whom the general public must divide.

Modifications of these Civilian Supply ratings are as follows:

Priorities Regulation No. 3—specifically lists pens and pencils among the items to which MRO ratings may no longer apply. This includes all

DIGEST'S STOCK-PILE

WHAT have you in the way of surplus critical office supplies, office furniture, or office equipment which you would like to dispose of to other offices? What wants have you in the way of critical office supplies, office furniture or office equipment which you cannot fill through your regular channels of supply?

OFFICE EQUIPMENT DIGEST hereby invites purchasing agents to make use gratis of an editorial service designed to bring out into the open and make useful any surpluses of critical office materials—to form in effect a valuable stock-pile on which offices may draw to their advantage in these days of shortage.

Check now to see what you have lying idle which some other office may be eager to get. Your discards may be just what some one else is searching for. List what you have to dispose of, putting a price on the items or not as you like, and send the list to us for inclusion in the "OFFICE EQUIPMENT DIGEST STOCKPILE." Listings in this section are free. Names and addresses are printed with each listing, so that prompt action can be taken by those interested. If you would rather swap than sell, say what you wish to receive in exchange for your surplus items.

For Disposal

Addressing machine frames: 8 to 10 M, style L frames, converted. Make your offer per thousand, delivered to you. *F. T. Buchanan, Supervisor, Stone & Webster Service Corp.*, 49 *Federal St., Boston* 7.

Billing machine: 1 Elliott Fisher billing machine, old model, No. TX 1-12164, with desk, $30. *Harry L. Hyman, L. Hyman & Sons*, 102 *Prince St., New York.*

Send your listings to Stock-Pile Dept.

OFFICE EQUIPMENT DIGEST, 260 FIFTH AVE., NEW YORK

DON'T WASTE VITAL

WAR MATERIALS!

Skrip

MAKES ALL PENS WRITE BETTER — LASTS LONGER

Leading industrial and commercial firms everywhere have proved conclusively that SKRIP saves many times its cost year after year! Today war-time economy and the necessity of conserving vital war materials makes SKRIP virtually a "MUST" whenever writing fluid is ordered!

SKRIP is easier on critical rubber and metal pen parts—saves up to 75% on the purchase of steel pens! SKRIP dries so fast no blotter is necessary—saves up to 40c per day per employee in many cases.

The SKRIP pour-out saves time and damage—refills desk size bottles without spilling on furniture, clothing or rugs. And SKRIP can be used right down to the last drop. It does not deposit insoluble precipitates on standing or exposure to air which waste up to ¼th of ordinary writing fluids. SKRIP keeps pens clean by not allowing them to get dirty—maintains fountain pens and desk sets at top efficiency with the minimum of servicing!

For complete details and laboratory proof of SKRIP economy, address your firm's letterhead to—W. A. Sheaffer Pen Company, Fort Madison, Iowa.

SHEAFFER'S

How come-so many good things in one Envelope?

Well, frankly, it's an old Quality Park custom. Durability, economy, toughness, quality, seams that stay put, firmly anchored ties, finger protecting clasps . . . those are features synonymous with Quality Park . . . those are a few of the many good things you find in Quality Park Envelopes.

BUY QUALITY PARK

and you are assured of a dependable source of supply to meet your business needs for heavy duty envelopes. In most instances, QUALITY PARK can supply your dealer without delay, and he in turn can give you prompt delivery. Quality Park means quality envelopes . . . *and* quality service.

Sold through dealers only!

★ *Ask your dealer for samples and prices.*

In compliance with WPB rulings, all clasp envelopes are now packed in boxes of 250—have no gumming on flaps.

QUALITY PARK
ENVELOPE COMPANY

General Office and Factory
Quality Park
St. Paul, Minnesota

Chicago Office and
Warehouse
564 W. Monroe Street

industries and institutions operating under the Production Requirements Plan (PRP), Controlled Materials Plan (CMP), and all Special Project Ratings. WPB orders CMP 5 and 5A, covering operating supplies, are no longer applicable to pens and pencils.

Priorities Regulation No. 100 has been repealed.

PD-1A and PD-1X—all regional offices of WPB have been advised to refuse ratings applied for on these forms. Any that come through will be in error and need not be recognized.

Government requirements—all U. S. government departments, except the armed services, are classified as Civilian Supply and are denied priority assistance in the purchase of pens and pencils.

PD-3A Ratings—all orders from the Army or Navy supported by PD-3A ratings must be filled ahead of lower rated orders by dealers and manufacturers.

Distribution of the Civilian Supply production will, therefore, be largely within the control of the manufacturer so long as the present regulations survive. Some will prorate, among their former customers, some will be selective, and others will supply on a first come, first served basis. Resale by dealers of their Civilian Supply quotas will likewise be within their control. Whether they sell to the quantity user or one by one over the counter is now entirely at the dealers' option.

Dealers are not expected to fill Special Orders from their Civilian Supply quotas.

Obviously, there will be a severe shortage of pens and pencils for Civilian Supply, as one-fifth of 1941 production cannot possibly supply the current demand, expanded as it is by war activities.

Writing is the first requisite of a literate people. It is one of the things that makes us great. We must write the boys and girls in service. We are compelled to take them from their homes but we must not take home away from them. Families are widely separated in war work, which greatly stimulates private correspondence. Office workers, both public and private, have increased in phenomenal numbers. All this writing must hereafter be done with existing pens and pencils plus a small percentage of the normal production.

This will be difficult. Many say it will be impossible. Whatever the outcome, it is part of total war and must be accepted in that spirit.

It has been my privilege to contact closely the departments of WPB who are concerned with this industry. Even though I am not always in agreement with their decisions, I am impressed with the sincerity of those who have these problems to solve.

The allowable production is based upon the estimated minimum requirements made by the

Top Quality Writing Tools... by Reliance

Templar National Advertising hits the mark with Bull's-Eye Accuracy! Each month nationally known magazines carry Templar selling messages to thousands of Key Volume Pencil Buyers in your territory. For extra profits . . . steady repeat business . . . satisfied customers . . . feature TEMPLAR.

Templar *Thin Lead* COLORED *Indelible*

A wide range of color for a wide range of work. Smoother, finer, stronger, a truly distinctive thin lead, colored indelible pencil. It answers your customers' needs when the job calls for color.

No. 2240 Line

Templar *Drawing* PENCILS

The hit in the profit parade! Made in 17 uniform lead degrees . . . from soft, jet black for sketching and drawing . . . to extra hard opaque, for tracing, blue-printing. Encased in Southern Red Cedar, finished in brilliant blue.

No. 778

Templar Multiple Carbon Copy Pencil. An opportunity to cash in on a new field for sales! Only Black Graphite pencil made exclusively for forms and registers.

No. 700

Templar DURO *Lead*

The pencil with the almost UNBREAKABLE Point

- 25% to 75% stronger than ordinary pencils;
- Smoother writing — longer lasting;
- Won't crack, break or splinter;
- The only 5c pencil in 6 degrees;
- Fewer trips to sharpener.

No. 777

One of America's fastest selling pencils! TEMPLAR DURO Lead with specially patented lead plus exclusive bonding process insures hour after hour of satin smooth, uninterrupted service. Available in 6 precisely graded degrees, including the popular No. 1⅝ made only by Reliance.

THIS CAN'T HAPPEN . . . when you write with Templar DURO Lead

Manufactured By:

RELIANCE PENCIL CORP., MT. VERNON, N. Y.

ATTENTION
QUANTITY BUYERS
OF
CARBON PAPER
ROLL PAPER
RIBBONS

Check the advantages of
Burroughs Discount
Purchase Plans

SMALL QUANTITIES—You save 10% to 40%, discounts on some types of supplies beginning with orders for as little as $10 worth.

COMBINED PURCHASES—It's easier to earn discounts, because they are based on combined purchases of various types of supplies; for example, purchases of carbon paper help you to earn larger discounts on ribbons, and vice versa.

BRANCH ORDERS—If you have branches or affiliates, your discount rate is established by the combined purchases of all branches of your company, and all branches benefit by that rate in ordering supplies from their local Burroughs office.

FRESH SUPPLIES—You are assured fresh supplies, without storage problems, because delivery of supplies is made as you need them.

• • •

Send for full details, prices and discounts for the purchase of roll paper and inked ribbons for practically all makes of business machines, carbon paper for every need, journal paper and other supplies. Call your local Burroughs office or write direct to Burroughs Adding Machine Co., Detroit 32, Michigan.

Burroughs
SUPPLIES FOR BUSINESS MACHINES
BURROUGHS ADDING MACHINE COMPANY

Claimant Divisions themselves. The Material Divisions are governed by these determinations.

The Durable Goods Division, whose sole duty is to arrange for the orderly and equitable production of the allowable quantities, has administered the industry with intelligence and fairness.

If the quantities allowed are not sufficient to maintain the minimum requirements, the stationery industry will be the first to know it and it is our duty to report the facts. When this is done, we have every reason to believe that the whole subject will have immediate and adequate consideration by all concerned.

Post-War Filing

(*From page* 69)

you couldn't indulge in those cuss-words you normally use in dictating to a difficult customer which are now screened out by the stenographer. Certainly, however, voice record letters can reflect the expression, tone, and attitude of the sender, and the "voice with a smile" becomes a reality not only in telephone conversation but in correspondence over thousands of miles for the cost of only a few cents postage.

There are no particularly new problems in filing connected with this method, as the discs are less than letterhead size—only 7x7 inches and could, in fact, be filed in invoice size cabinets instead of letter size.

Speaking of voice records, an old principle newly applied is the recording of the voice on a narrow reel of steel tape. Dictation is removed by a strong magnetic current, so that the tape can be used over and over again. However, widespread use of voice record correspondence probably will require a combination of visual and phonetic recording.

Then there is *wheel type card filing*. While this is not particularly new, I believe that it is gaining ground and will have to be reckoned with in the future. It makes available a large number of card records with minimum time and effort. It is offered as a sort of "mechanical conveyor" unit to bring the work to the worker, as management engineers recommend. In fact, it is claimed that from a motion study standpoint, it is the quickest and easiest means of reaching, posting, and returning to the file any sizable quantity of cards. Incidentally, there are also motor driven models with foot switch to actuate the wheel and save the operator's effort.

Of course you pay in waste space for its speed and convenience, which is true of all high speed and visible card systems. Wheel type filing lends itself readily to signaling because the outside perimeter of the cards on the wheel is always greater than the perimeter at the bottom of the cards and therefore space is provided to accom-

MARS
America's finest Pencil
electronics
AERO DIGEST
PRODUCT ENGINEERING
MACHINE DESIGN
AVIATION
ELECTRICAL ENGINEERING
Marine Engineering
The New PENCIL POINTS
BLUE PRINTER
The DRAFTSMAN
GEYER'S TOPICS
MODERN
AVIATION EQUIPMENT
Southern STATIONER AND OFFICE OUTFITTER
AMERICAN ARTIST
WHO MAKES IT AND WHERE
OFFICE EQUIPMENT Digest
The Office

"FROM THE HALLS of MONTEZUMA TO THE SHORES of TRIPOLI"

★ Since 1917, your Acco Fastener has been active with every branch of the Armed Forces of Our Country—Army, Navy, Marines, Coast Guard and Air Corps.

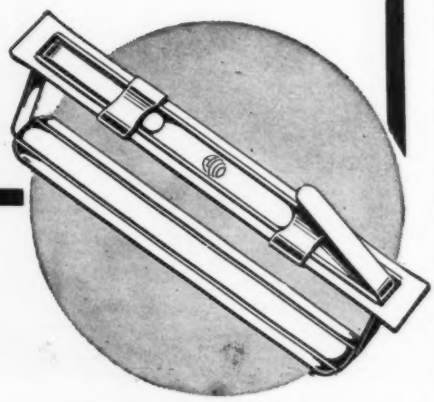
★ It has been in Design and Construction, in Maintenance and Repair, in Training and on Active Duty. It has been with the Service and Supply, with the Paymaster and around the Conference Table —Now . . . Drafted Again!

★ Today, "From the Halls of Montezuma" to far-flung spots embracing every continent and the Seven Seas, the Acco Fastener is on active duty. Years of planning, training and experience have made it an old swashbuckler.

★ Your Acco Fastener will be back—soon, we hope—with all the lads and lassies. It will be a great day! . . .

★ In the meantime, ask for ACCO substitutes.

ACCO PRODUCTS, Inc.
39th AVENUE and 24th STREET
LONG ISLAND CITY, N. Y.



modate signals without jamming up the file. By the same token, working space for fingering the cards is also available. In my opinion, there is a great deal of merit to wheel type card filing for certain types of card records and I believe it is one of the filing methods of the future.

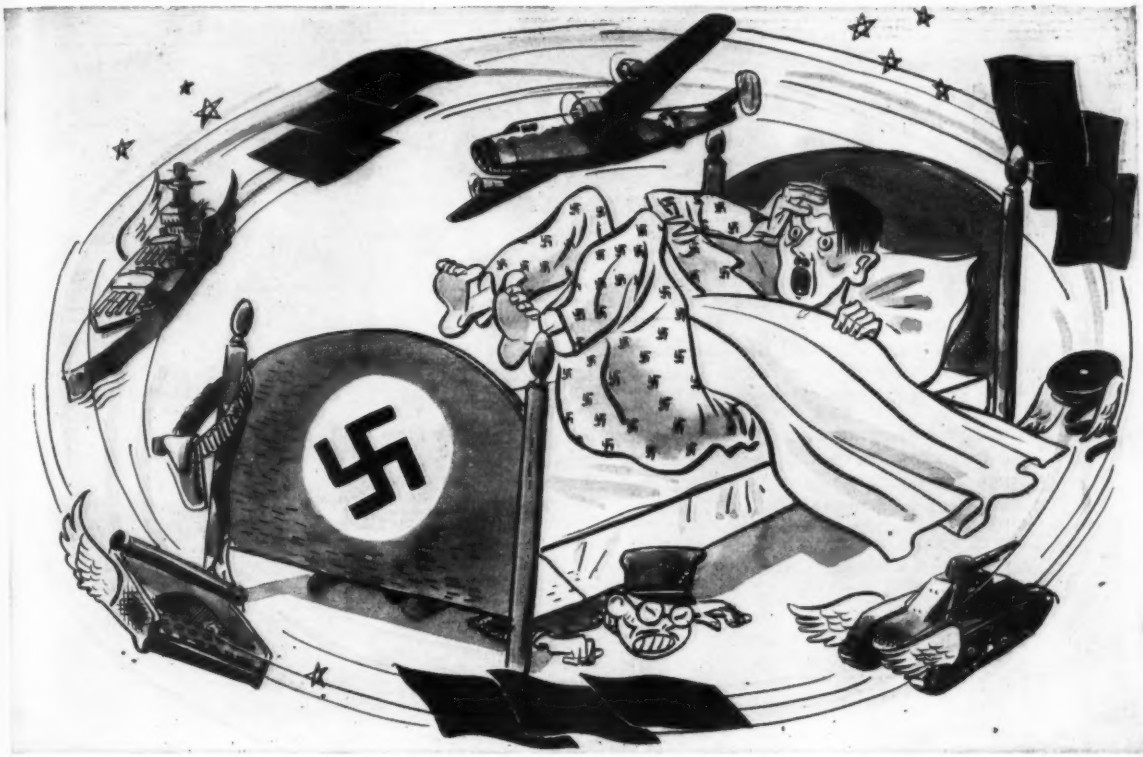
Microfilm Process. Here is another method that is not new by any means but which may be due for a much larger role in the post-war future. The illustration on pg. 69 tells the basic story perhaps as graphically as it can be told. The condensation of the contents of a standard four-drawer filing cabinet into a very small roll of film speaks volumes for the merits of this type of filing, particularly on old records which are not frequently consulted but are extremely valuable over a period of years and must be kept available for reference when needed.

I am sure many of you know that this method of photographic reduction has been very widely used under wartime conditions to reproduce blueprints, drawings, and plans which simply could not be replaced, or at best could be replaced only over a period of years, if they were destroyed by bombing or other hazards of war. The same arguments are used in connection with fire protection for such valuable records.

Now of course the filing of rolls of film of this kind is a very simple matter but the question of finding what you want at any time thereafter is something else again. This is not a major problem when this process is used for instance, by banks in photographing cancelled checks according to dates. In such cases they can easily mark on the container the dates covered by the contents of each roll of film and refer to them quickly by projecting them on a screen to locate any particular check in question. But this does not fit ordinary correspondence filing methods and it seems to me that this development will have to be converted to the principle of V-mail in order to be adopted successfully for general filing use. You can see at once the possibilities involved in reducing the size of all correspondence and many other business records to a size where the filing space is about 25 per cent of the unreduced form. As you know, V-mail can be read usually without enlargement, but if we do some more "imagineering" and think of desks being equipped with little magnifying glasses mounted in an attractive desk stand, it might be possible to reduce papers by photography to much smaller sizes. These filed papers would be reduced mostly to index card sizes instead of letter and legal sizes.

Of course, it should be borne in mind on all of these newly developed filing methods that there may be either major or minor objections to the idea in a great many cases. Undoubtedly serious

(*Turn to page* 92)



Nightmare for Nazis (CARBON COPY TO TOKIO)

America's typewriters are busy grinding out bad dreams for our enemies. Typed letters and reports by the million go into the building of planes, ships and guns. Thus carbon paper and typewriter ribbons are vital essentials of war.

Webster products are helping war industries to maintain that speed and efficiency which is just as necessary in the office as in the plant. Micrometric Carbon Paper (the famous paper with the white scale) saves seconds on every letter — seconds which add up to impressive hours. It makes sharp, permanent impressions which keep valuable war records safe and easy to read. Star Brand Typewriter Ribbons are noted for clean and neat results, and for long life— which saves lost time in changing ribbons.

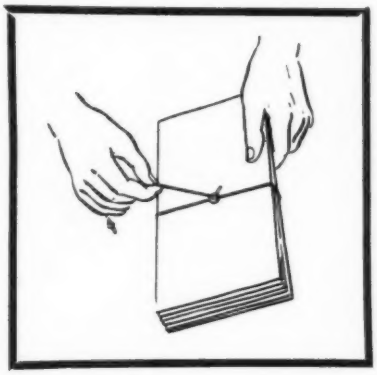
Webster also makes the famed MultiKopy Carbon Paper and Star Brand Typewriter Ribbons and can supply you with carbon papers for gelatin hektograph and spirit process duplicating machines; carbon-paper ribbons for photo offset work; ribbons and carbons for all Elliott-Fisher, Addressing, Teletype, Adding, and International Business Machines.

F. S. WEBSTER COMPANY

15 Amherst Street, Cambridge 42, Mass.

GRIPTITE BANDS

The Wartime Successor to Rubber Bands



GRIPTITE Bands are a definite need in every office. Born of the rubber shortage, they are preferred by most users because they are instantly adjustable to the size required. They bind firmly and are practically impervious to decay.

They are easily applied, quickly removed. They hold papers such as cancelled checks, deeds, mortgages, insurance policies, vouchers, and other documents neatly compressed.

They are manufactured in 14 lengths—6" to 54" long. They can be used over and over again.

Write for samples and prices.

ROCHESTER WIRE-O BINDING CO.

108 MILL STREET • ROCHESTER, N. Y.

Pencils by CROSS . . .

In Rolled Gold Plate and Sterling Silver

America's Most Exclusive Line of Gift Pencils

Will Be Hard to Get This Christmas of 1943

The materials of which they are made serve our fighting forces on the battle fronts of the world. The men and women who made them are fighting the war in industry and in many far corners of the world. Until the vital need for materials and men is satisfied, the production of pencils by Cross gives way to wartime activities.

Pencils BY CROSS EST. 1846

When peace comes again this familiar emblem and the product for which it stands will again take their rightful place of leadership.

A. T. CROSS PENCIL CO.

Established 1846

America's Oldest Pencil Manufacturer

53 Warren Street — Providence, R. I.

Flyin' High

HIAWATHA AIR MAIL

ONION SKIN AND ENVELOPES

A most comprehensive line of Air Mail Papers and Envelopes to take care of your most exacting requirements.

Attractively designed and packaged in two color boxes, and also made up in Kits, and Tablets.

A truly quality line of Paper and Envelopes that is well received and gives outstanding service.

We are confident you will be pleased with our papers and there is a distinct saving for you—Write us!

Write today regarding Hiawatha products

"KEEP 'EM FLYING . . . KEEP 'EM WRITING"

WANSCO

PAPER PRODUCTS CO.

INC.

79-81 DUANE ST. NEW YORK, N. Y.

★

THE U. S. *Victor* FOUNTAIN PEN CO., INC.

ESTABLISHED 1915

225 LAFAYETTE ST.

NEW YORK 12, N. Y.

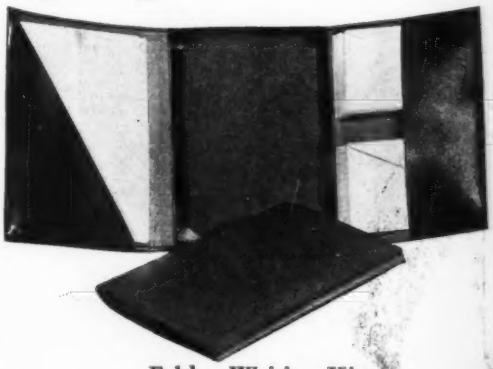
Feldco is alert to changing conditions

We applaud the war-time conference held at the

PALMER HOUSE

Chicago, October 4th, 5th, 6th

where we had the pleasure of talking to so many of our friends.



Feldco Writing Kit

Here are beauty and utility combined in a kit that's attractive as it is practical. Only 7"x9½" when closed, yet contains large center blotting pad (removable) 36 sheets beautiful white laid finish paper and 24 envelopes, to match.

Comes in assortment of 6 brilliant colors, individually boxed and wrapped—cartoned 72 and 144. Kits are made of soft finish, finest quality imitation leather.

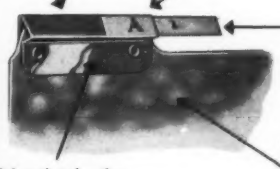
Feldco Zipper Ring Binders

will soon be ready for distribution as in the past. Feldco convenience, smart appearance and quality manufacture are known the country over.

Feldco Loose Leaf Corp. 116 W. ILLINOIS ST. CHICAGO 10, ILL.

LOOK

5 SELLING FEATURES of GLOBE-WERNICKE Angular Celluloid Tabs



1 45 Degree Easy Reading Angle—can be read from standing position.

2 Heavy Celluloid Tab cannot become "dog-eared".

3 Removable labels permit unlimited expansion.

4 Heavy gray 25 Pt. Pressboard built up into tab.

5 Colored tabs for quick selection.

Globe-Wernicke Angular Celluloid Tabs are especially important in war-time because they will speed up routine in offices and factories throughout the nation. They increase efficiency and assure greater accuracy in filing and finding.

Consult your local Globe-Wernicke stationer . . . or use handy mailing coupon below.

The GLOBE-WERNICKE Co.
CINCINNATI

★

CLIP THIS COUPON AND MAIL

The GLOBE-WERNICKE CO.
Norwood 12, Cincinnati, Ohio

Gentlemen: Please send me prices and information on Globe-Wernicke Angular Celluloid Tabs.

*Name*_____

*Address*_____

A. W. Faber's New

WINNER *Indelible* COPYING PENCIL

For months we have received "memos" from A. W. Faber field representatives indicating wide demand—so here it is, Mr. Dealer, a new complete Copying Pencil Service in the 10c field. WINNER Copying features more quality characteristics than any 10c item you have seen since the old Pre-War days. To name just a few:

1. Strong, smooth lead that does not flake or crumble under pressure.
2. Clean, clear, indelible impression.
3. Sharpens easily, holds its point for as many duplicates as desired.
4. High ink content.
5. 4 Degrees — MEDIUM, MEDIUM HARD, HARD, EXTRA HARD.
6. Each degree polished a different color to prevent confusion or delay in use.

Beautifully packaged, 12 pencils to the box, 6 dozens to the carton. Dealers are urged to place their orders promptly.

A·W·FABER·*Inc.* NEWARK, N. J.

"HONEST I'M NOT LAZY BUT—

"I'll stay sharp a lot longer with Ticonderoga pencils in your office. Uncle Sam says I should be oiled and kept on the job for the duration!

"Ticonderoga pencils are my pals. They take less out of me—I take less off them! No wonder Ticonderogas are still going strong when others are sawdust.

"Switch to smooth-writing Ticonderoga pencils, brother, and save 50% in writing energy; get more writing for your pencil money."

A fine American Pencil with a fine American name...

TICONDEROGA

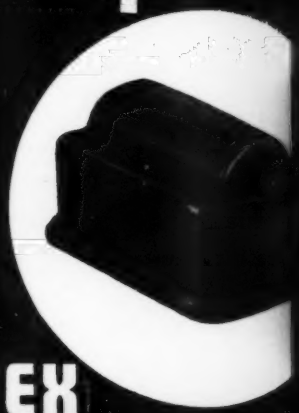
Joseph Dixon Crucible Co., Dept. 53-J10, Jersey City 3, N. J.

AQUADEX

(X-400)

Revolutionary development in moisteners. Replaces old-fashioned sponge cup. Durable, always clean plastic top automatically releases correct amount of moisture. Can't become sticky, gummy or messy. Perfect for sealing envelopes, moistening labels or stamps.

$1



ROLODEX

(L-500)

Gleaming ebony roller-moistener — durable — functional — a handsome match for ZEPHYR'S DIPODEX and AQUADEX. Made of GLASS, ROLODEX can't become sticky or gummy! Excellent value at

$1

DIPODEX

(P-200)

Jewel-bright ebony ink well. Cover smoothly slips open and closed. Pen and pencil racks on each side. Matched to ZEPHYR'S ROLODEX and AQUADEX. Remarkable value at

$1

AUTODEX

#A-100

at

One Dollar!

Fastest selling index ever made is Autodex. Millions have been sold, millions will be sold—as *fast* as they go on the counter. Now Zephyr announces the most amazing model of all—A-100 Autodex, ONE DOLLAR retail—a "MUST" for your window and display counter. Will be *continuously* deliverable in any quantities. Black and assorted colors. To get the jump on the market ORDER IMMEDIATELY!

NEWS

ZEPHYR AMERICAN

CORPORATION

WEST 46 ST., NEW YORK 19, N. Y.

MACO LINE

TAGS ★ LABELS ★ PIN TICKETS
STURDILY AND ATTRACTIVELY PACKAGED

Sold by leading Stationers

The J.L.MAY COMPANY
109 WEST 19TH ST., NEW YORK, N. Y.

All in the same boat!

Have you ever heard of a more exasperating position for a progressive company to be in — to have *more business than they can handle?* Yet almost everybody these days is in the same boat.

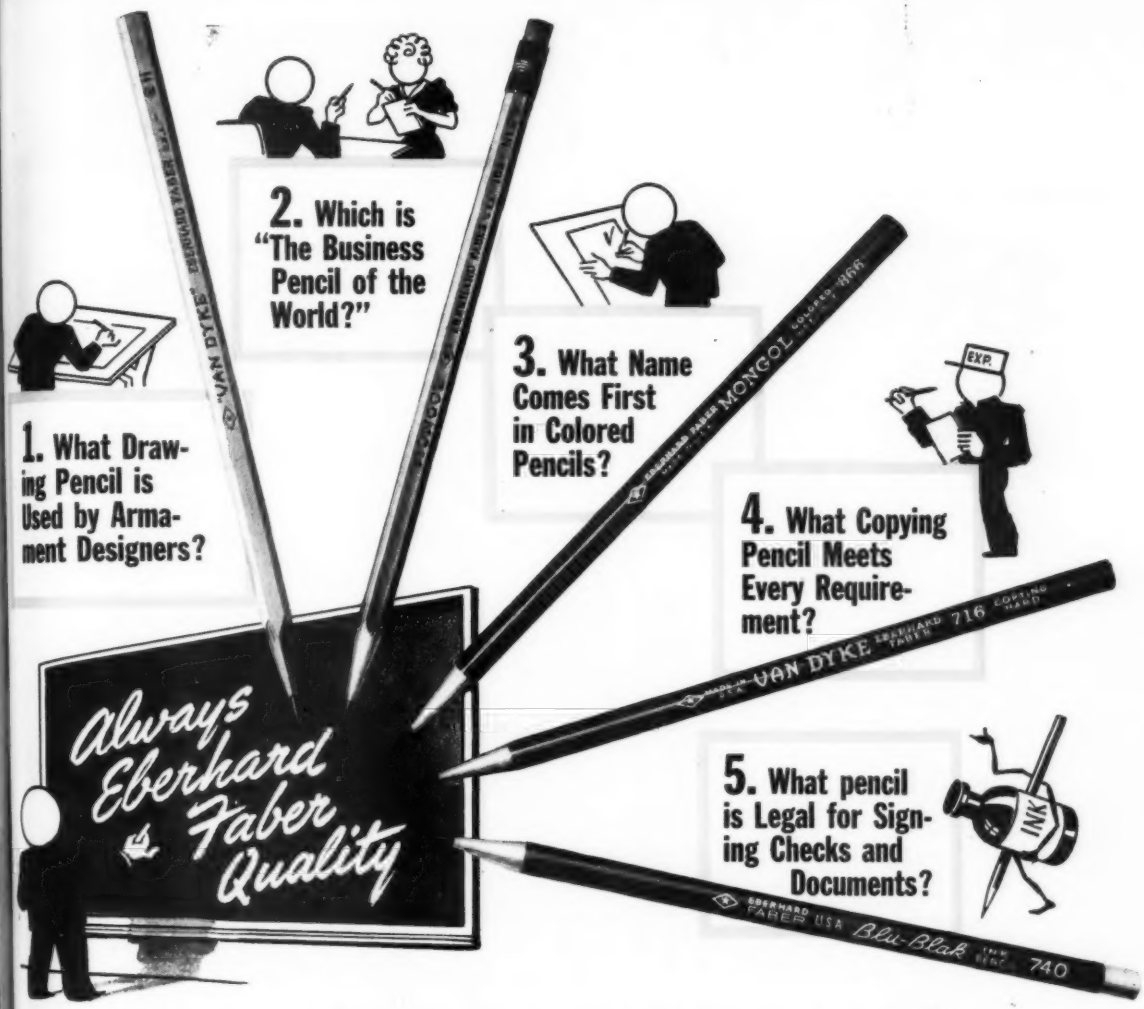
Please be assured that we realize you want more of our Push-Less Hangers, Metlhed Maptacks and Push Pins than you're getting, and that you'd like them faster, too.

But a high percentage of the materials from which these products are made have *gone to war.* We can only do our best under the emergency conditions we're faced with and hope that it won't interfere too much with our customary prompt service.

SINCE 1900 **Moore Push-Pin Company**

Makers of Famous Moore Push Pins • Push-Less Hangers • Metlhed Maptacks

113-25 BERKLEY STREET • *PHILADELPHIA 44, PA.*



Questions and Answers that bear on the Current Business Problem

Here are the Answers:

1. **No. 600 Hi-Density Microtomic VAN DYKE.**
2. **No. 482 MONGOL...will not break under normal pressure.**
3. **MONGOL!!...whose thin leads make strong points.**
4. **No. 716 VAN DYKE...has permanency, proper grading and longer wear.**
5. **No. 740 BLU-BLACK Ink Pencil.**

Let's shoot straight to the mark. In business offices, everywhere, available typewriters and business machines are over-burdened with work. Help must come from some source . . . and that means *pencils*.

Not just *any* pencils. It's too serious a matter. For pencils to take over the overflow work of machines calls for special "tooling" of America's offices . . . educating millions of workers in the proper selection and appraisal of pencil values for different kinds of jobs.

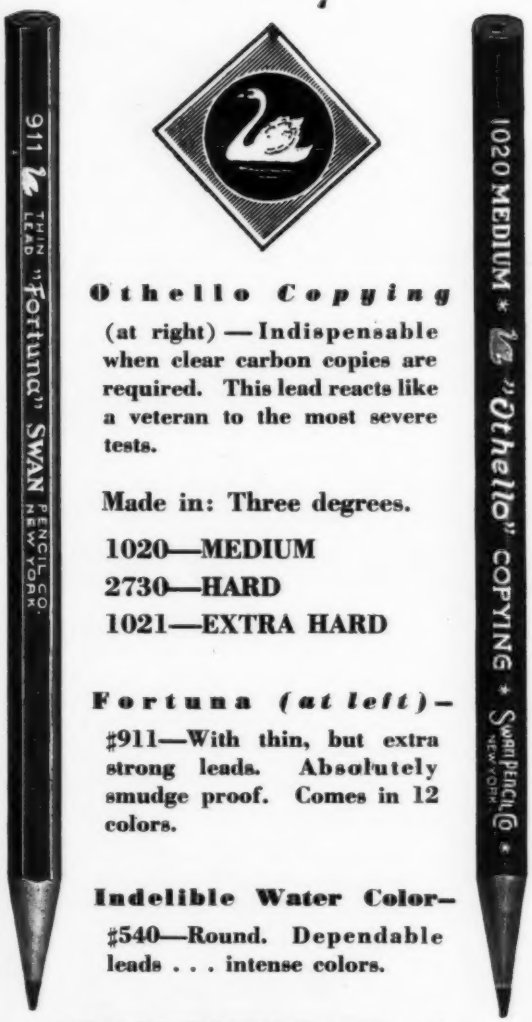
In illustration and text, Eberhard Faber here, spotlights the sort of questions that may be asked in any office. Your Stationer will be glad to counsel with you on your own special problems or requirements.

For time-saving efficiency fit your pencils to your jobs and, as always, "Say Mongol to Your Stationer."

EBERHARD FABER

Leadership IN FINE WRITING MATERIALS SINCE 1849

SWAN Quality PENCILS



Othello Copying (at right) — Indispensable when clear carbon copies are required. This lead reacts like a veteran to the most severe tests.

Made in: Three degrees.

1020—MEDIUM
2730—HARD
1021—EXTRA HARD

Fortuna *(at left)*—
#911—With thin, but extra strong leads. Absolutely smudge proof. Comes in 12 colors.

Indelible Water Color—
#540—Round. Dependable leads . . . intense colors.

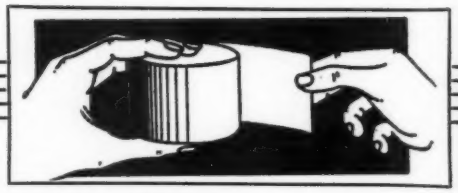
SWAN PENCIL CO., Inc.
221-225 Fourth Avenue New York City

Hyman News

MANUFACTURERS OF

"HYGRADE"

Trademark Reg. U. S. Pat. Off.



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ADDING MACHINE ROLLS

★ WOUND HARD AND TRUE
BRUSHED FREE OF LINT
RED SIGNAL MARKED ★

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Colored STATIONERY
ATTRACTIVELY BOXED in VARIETY OF WEAVES — VELLUMS — PLAIN — BORDERED

L. HYMAN & SONS
Paper Merchants
102 Prince St. New York 12, N. Y.

MODERN MEASURING DEVICES

A timely group of expertly designed instruments that reflect top quality materials and superior craftsmanship.
Made of the famous C-Thru transparent plastic these devices are of war and civilian service to students, trainees, pilots, engineers and draftsmen.

Adjustable triangles
Radio stencils
Arm protractors
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Map Protractors
Coordinate Squares
Compass Protractors
Calibrated Triangles
Semi-Circular Protractors
Transparent Rulers
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Early orders are advisable. Send for catalog.

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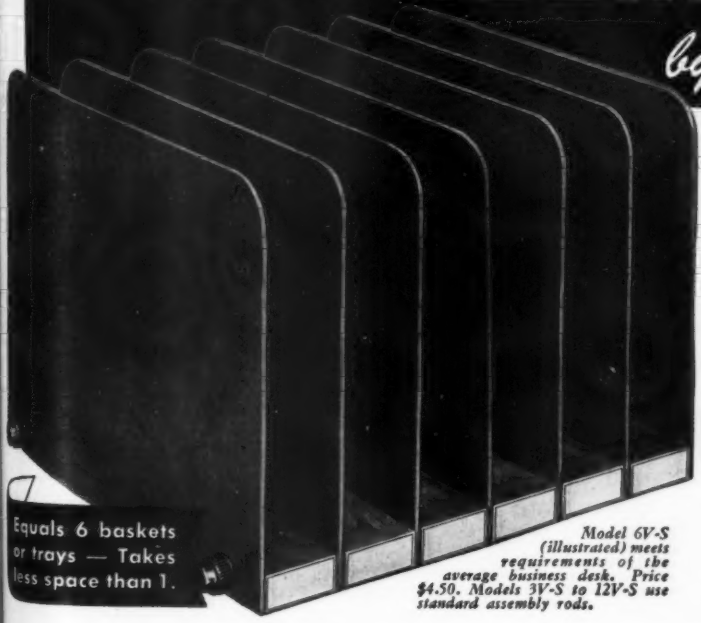
HARTFORD CONN.

T.R.A.D.E. C Thru M.A.R.K.

STEELESS KLERADESK
by Sengbusch



Model 6V-S (illustrated) meets requirements of the average business desk. Price $4.50. Models 3V-S to 12V-S use standard assembly rods.

. . . keeps up your office efficiency *NOW!*

Made without an ounce of steel or rubber — without altering the basic design which made its reputation as one of the greatest aids to desk workers. Your staff appreciates the opportunity to keep up efficiency with an item obtainable *now;* their satisfaction brings you requests for more. . . . The base and assembly rods are wood. The uprights are treated hardboard which gives a warm, pleasing appearance and great durability. A companion item to the successful glass Handi-pen set. Order both . . . Ask your stationer.

Sengbusch Self-Closing Inkstand Co.
204 Sengbusch Bldg. Milwaukee, Wis.

Quick Access to VITAL INFORMATION!

Private Secretary FILE

The tempo of business is accelerated by wartime demands. Here is an ideal desk companion to help speed up your work. Eliminates delay in finding essential information.

No. 112 Letter Size
No. 115 Legal Size

Desk Height—20" Deep
Oak and Green finishes

ORDER FROM YOUR DEALER TODAY

Imperial
Methods Company
FOREST PARK, ILL.

(*Continued from page* 80)

disadvantages will have to be overcome in several of these methods to make them practicable for everyday use in the office, otherwise they will never amount to anything. However, if we keep in mind that we are just "imagineering" in the field of filing methods, and not making definite prophecies of the shape of things to come, we will be achieving the purpose of this presentation.

Moreover, I strongly believe that we should not fear any innovations along this line because of possible results to our business. It has been proved again and again in this war that the wideawake American business man finds a way of staying in business regardless of restrictions and loss of normal markets. The automobile dealer is an example. He was supposed to be wiped out in 1941 but he's still around. New office methods will never put the wideawake dealer out of business. He will simply adjust himself to the new methods and sell something in connection with them.

Now we come to the idea of *vertical-visible filing*. We all know that flat visible card filing has made a place for itself in office procedure and no doubt many of the dealers here have done some very nice business on it. However, I believe the two major objections to flat visible card filing have been its high cost and the comparatively large amount of space it requires to accommodate any sizable installation. The objection to the high cost has in many cases been overcome by the great value of the results obtained by the use of these visible systems—the control which they offer to business operations of many kinds. But the objection to the large amount of space required is still quite an obstacle in many cases. That explains the various attempts which have been made during past years to develop card systems that were vertical and visible at the same time, and this has been successfully done in several different ways. One of the pictures herewith shows just one of these developments.

As you will notice, these cards are set up in a staggered lateral arrangement and are notched to fit over rods at the bottom of the drawer or tray. One advantage against flat visibles is that cards do not need to be attached to wires, clamps, or pockets. The cards are cut off at the corners for the purpose of providing three edges on the card which may be indexed and signalled instead of only the two which would be available if the cards were not corner-cut, or only one edge as on flat visible filing. This arrangement offers an unusual amount of space for indexing and signaling, which is a major virtue of this type of installation. By arranging these cards in well-top desks, a substantial quantity of cards can be handled by one clerk.

(*Turn to page* 98)

Service

DURING WAR TIMES

. . . still with a smile

We are constantly endeavoring to maintain our high type of service to our many dealer friends. Please rest assured we are doing our best in cooperation with your dealer in the fulfillment of your orders but in these war days everyone must realize that Uncle Sam comes first—he is America's preferred customer.

- PROTRACTORS
- TRACING PAPERS
- LETTERING GUIDES
- ERASING SHIELDS
- T-SQUARES
- TRIANGLES
- STRAIGHT EDGES
- INK-OUT
- TYPEWRITER CLEANERS
- TYPEWRITER OIL
- SCALE RULES
- SANDPAPER PENCIL POINTERS
- INSTANT DRYING STAMP PAD INK

CARDINELL CORPORATION

MONTCLAIR NEW JERSEY, U. S. A.

BUY Scripto LEADS THIS NEW WAY!

OCCUPATIONAL USES FOR SCRIPTO LEADS

BLACK LEADS No	2B (1) Very Soft	B (1½) Soft	HB (2) Med Soft	F (2½) Firm	H (3) Hard	2H (3½) Hard	3H (4) Hard	4H (4½) Hard	5H (5) Hard	6H (5½) Very Hard
Auditors—Accountants—Bookeepers			X	X	X	X				
Architects—Engineers—Draftsmen			X	X	X	X	X	X	X	X
Artists	X	X	X	X	X	X	X	X	X	X
Carbon Copies			X	X	X	X				
General—Clerical	X	X	X	X						
Order Clerks—Salesmen			X	X	X	X				
Photographic Retouching					X	X	X	X	X	X
Stenographers	X	X	X							
For General Use			X							

For all who write, figure, or draw, there is a Scripto lead scientifically designed for their particular type of work. Study the chart shown here and *buy leads according to usage.* Just any lead will not do if you want top writing efficiency. Scripto refill leads fit all pencils made for standard diameter (.046-inch) leads. Take good care of your mechanical pencils as the war has produced a shortage. Refill them with Scripto Quality Leads with the red circle on the pack.

ORDER FROM YOUR OFFICE SUPPLY DEALERS

CHOICE OF 17 SCRIPTO COLORED LEADS Red, Dark Red, Blue, Light Blue, Special Blue, Green, Yellow, Orange, Brown, Purple, White, Silver, Heliotrope, Indelible Medium, Indelible Hard, Blue Copying, Purple Copying.

ARMY E NAVY

BUY WAR BONDS

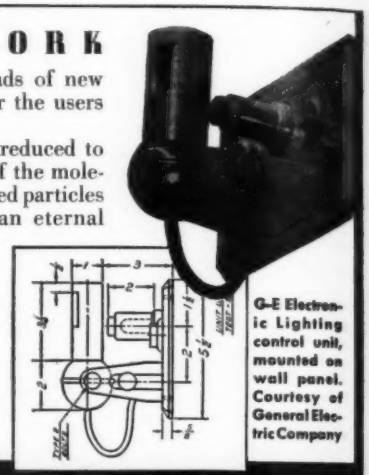
SCRIPTO MFG. CO., ATLANTA, GA.

Drawing from microphotograph showing Brownian movement in Higgins American India Inks

ELECTRONS AT WORK

The world is putting Electrons to work in myriads of new devices. For 63 years electrons have "worked" for the users of Higgins American India Inks.

The carbon particles in Higgins India Inks are reduced to a *definite* micron size at which the kinetic energy of the molecules may overcome the force of gravity. The polarized particles "push" one another around thus maintaining an eternal dance termed Brownian Movement. This is the major reason Higgins American India Inks are uniformly black and settle less during storage than any similar product manufactured. Yes, electrons have been working for Higgins users for 63 years.



G-E Electronic Lighting control unit, mounted on wall panel. Courtesy of General Electric Company

HIGGINS INK CO., INC.
271 NINTH ST. BROOKLYN, N. Y.

Reyburn's

★ UTILITIES

FINEST QUALITY SINCE 1895

SHIPPING TAGS
PIN TICKETS
ADDRESS LABELS
REINFORCEMENTS
MENDING TAPES
PAPER NAPKINS
MERCHANDISE TAGS
GUMMED LABELS
NOTARIAL SEALS
INDEX TABS
CREPE PAPERS
DISPLAY MATERIALS

•

★ Take advantage of our long manufacturing and designing experience to create for you a tag, ticket, label seal, advertising napkins or display; distinctive in design styled to your particular needs and within your price range.

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Address Dept. G. R.
for
Catalogs and Prices

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THE REYBURN MFG. CO., INC.
PHILADELPHIA, PA.
Chicago Whse.: 1100 So. Wabash Ave.

For Speed in Filing and Finding

Filing departments demand peak efficiency today. Fast and accurate filing and finding with records are important for proper co-ordination of management and control. Speed your efforts by using this superior type of magnified index control.

BARKLEY *plastic* TAB INDEXES

Molded of a durable plastic they are designed to give magnified plus angled visibility. Index tabs are visible the full drawer length. No stooping or craning to locate the desired record. Smooth contoured surfaces prevent possible injury to records or operator. Furnished in six crystal clear colors in four tab sizes.

Send for samples and additional information.

TRADE FILING DURABILITY SUPPLIES MARK

C. L. BARKLEY & CO.
ESTABLISHED 1921
Manufacturers of Filing Supplies
107 S. JEFFERSON STREET CHICAGO, ILL.

ALL-WOOD TYPE STAND

Shipped Set-Up Ready for Use

Large Easy Rolling Casters

Top size ..... 14 x 17½
Height ..... 26"
Leaf Expansion ..... 12"

THIS STAND FEATURES A SLIDING LEAF THAT EJECTS FROM EITHER SIDE. FRAME AND LEGS ARE MADE OF SELECTED HARDWOOD, TOPS AND LEAVES ARE FIVE PLY VENEER. FINISHED IN OFFICE FURNITURE OLIVE GREEN.

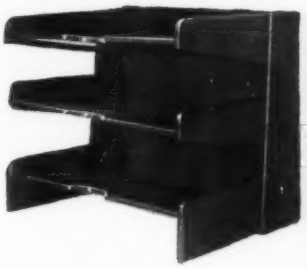
$9.00

EVERY-HANDY TRAY

Every Office Can Use One

Ideal for

- **SORTING**
- **DISTRIBUTING**
- **CLASSIFYING**



SLOPING TRAYS HOLD PAPERS FIRMLY. CUT OUTS CREATE EFFICIENCY.

Made of Plywood Finished in Office Furniture Green
STURDY CONSTRUCTION

Tray Size 8¾x12
Overall Size 10x12x8¾

$6.00

METALSTAND CO.

1615-25 Melon St. **Philadelphia, Pa.**

★

Reap
A Harvest of Profits

WITH

TRADE MARK REG. U.S. PAT. OFFICE.

NUACE

Mounting Corners

Only Complete Line

NuAce gives you the NEW Red, White, and Blue mounting corners PLUS the "sales hit of the year" Baby Pink or Blue. There are nine other NuAce corners in Black, White, Ivory, Gray, Sepia, Red, Green, Gold, and Silver. Two sizes: Junior and Regular.

First in Sales

Biggest advertising program in NuAce history is making more customers for you. NuAce advertising in national magazines reaches over 3,000,000 people each month. Stock and sell NuAce, and make more sales.

First in Profits

Display NuAce and watch customers buy them up. NuAce mounting corners sell fast because they are the best, — and best of all, nationally advertised. For profits, stock and sell NuAce.

First with Sales Aids

Each year NuAce supplies you with the newest in sales helps. This year it's the NEW NuAce Self-Server. Write TODAY! for samples, prices, and complete information on this new display.

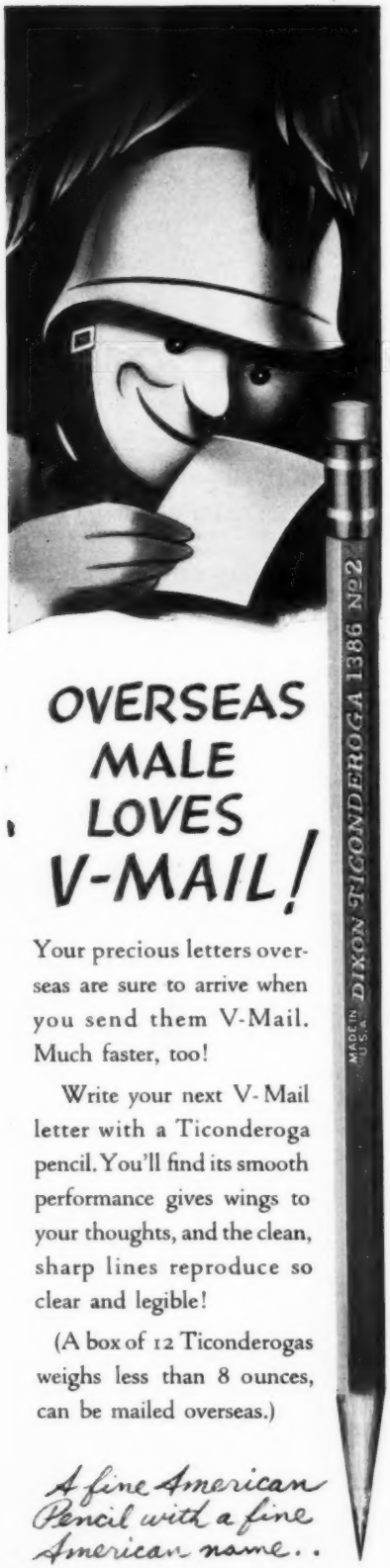
If IT'S NEW—NuAce HAS IT.

THE ORIGINAL

MOUNTING CORNER

ACE ART CO.

5 GOULD ST., READING, MASSACHUSETTS



OVERSEAS MALE LOVES V-MAIL!

Your precious letters overseas are sure to arrive when you send them V-Mail. Much faster, too!

Write your next V-Mail letter with a Ticonderoga pencil. You'll find its smooth performance gives wings to your thoughts, and the clean, sharp lines reproduce so clear and legible!

(A box of 12 Ticonderogas weighs less than 8 ounces, can be mailed overseas.)

A fine American Pencil with a fine American name..

TICONDEROGA

Joseph Dixon Crucible Co., Dept. 53-J10, Jersey City 3, N. J.

Even a Kid Can Find it!

Nothing Complicated

ABOUT WABASH

ALPHA-MERICAL SYSTEM

IT WILL help you to increase production for victory through better record keeping. Alpha-Merical cuts filing costs, saves time, too. It makes filing and finding easier. Ask for folder.

THE WABASH CABINET CO.
WABASH, INDIANA

Mail the Coupon Below

CLIP AND ATTACH TO LETTERHEAD

THE WABASH CABINET COMPANY
122 E. Water Street, Wabash, Indiana
Please send me a copy of "The Five Basic Methods of Filing," which explains various filing methods and gives valuable short cuts.

Name .....
Address .....
My Dealer .....

HOTCHKISS

will help you to hold your customers with

SERVICE

Advertise your store as a Stapling Machine Service Station. Hotchkiss staplers are easy to keep in tip top working condition—a little cleaning and oil often will work wonders with a machine which the user has discarded as no good. If a part has been lost or broken you can replace it. The Hotchkiss Manual tells you how. Send for your copy if you haven't one.

Keep them coming with Service. If a repair job proves too difficult you may send it back to Hotchkiss for factory attention. Write us when you are sending us machines for repair so that we can be on the lookout for them. This prevents lost shipments and delays. Also, be sure a machine actually needs to be sent to the factory for repairs. Often cleaning and oiling will fix an apparently hopeless machine.

Below are listed our distributors. They will gladly advise and help you on questions about repair and service.

A. E. Johnson, 312 Merrick Road, Rockville Centre, L. I., N. Y.
Jack C. Kern, Allen Building, Dallas, Texas
E. J. Kuch, 3125 S. Harlem St., Berwyn, Illinois
Mullen & Johnson, 407 Mercantile Bldg., Denver, Colorado
R. C. Strafford, 527 Shadeland Ave., Drexel Hill, Pa.
F. H. Salmon, 43 Glen Rock Circle, Malden, Massachusetts
E. R. Sharp, 4622 Bedford Ave., Omaha, Nebraska
R. L. Smith, 4325 Dunsmuir Ave., Oakland, California
W. P. Corbett, 2433 Merwood Lane, Upper Darby, Pa.
B. S. Hulse, 717 Eglinton Ave. W., Toronto, Ontario, Canada
M. D. Otty, P. O. Box 2531, North Vancouver, B. C., Canada

HOTCHKISS

NORWALK, CONNECTICUT

"Pioneers in all that's best in Stapling"

Remember, please -

COOK'S

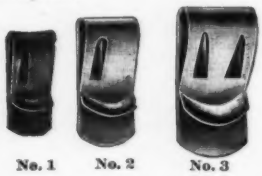
STEEL FILE SIGNALS

AND PAPER CLIPS

Are Available NOW

INFORMATION WHERE YOU WANT IT WHEN YOU WANT IT!

Attached to file cards or ledger sheets, Cook's Signals segregate important groups of facts for instant reference—saving hours of valuable time in war-busy offices. Made of spring steel in 12 non-chipping colors, for all filing systems. Will remain clean and bright under all conditions of dampness. Easy to attach, relocate, remove—yet always stay put. Samples on request.



No. 1 No. 2 No. 3

"BURRO" Paper Clips Made of thin spring steel for attaching papers together, enclosures to letters, etc. Special patented "tongue" prevents side-slip. Easy to attach or remove. The smart clip for the elite office!

ALSO

"Burro" Index Tabs "Bull Dog" Letter Clips

THE H. C. COOK CO., 18 BEAVER STREET, ANSONIA, CONN.

Cook Products Unconditionally Guaranteed

There are of course, other types of vertical visible systems as already mentioned. One provides for filing the cards in conventional vertical style but linked or attached to each other in such a way that they can be spread quickly to expose the top indexing and signaling edge. It is difficult to say just how much the various types of vertical visible will replace flat visible card filing but here again is a development which is worth watching for the future. Further development of them is undoubtedly in the picture.

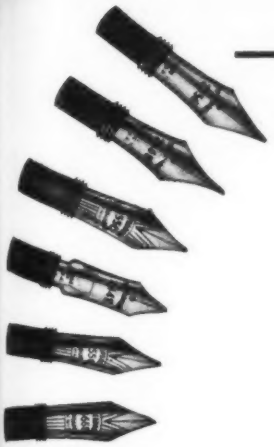
Sliding tray filing is another method whereby one clerk seated at a desk can have access to a large quantity of cards for posting or reference without moving from her chair. The wing units on such a desk will slide back and forth easily, on ball bearings or roller bearings, so that the operator can have access to cards either in the front or at any point along the entire length of the sliding tray. This is for an application of ordinary vertical card filing, although the same idea is used on sorting systems. Here again the idea is to bring the work to the operator rather than have the operator go to the work area. However, this sliding tray idea seems to me rather limited in its use and I wouldn't want to prophesy that it will be very important as a post-war filing method.

There's another system, not pictured here, which turned up when our system information file was searched for material for this article. It is an *electric file* with a keyboard on which you type the first four letters of a customer's name and the electric selector turns up the customer's card. E-L-L-I for Elliot. The card is pulled out by energized magnets at the side. There are 30 metal rods at the bottom of the selector and the tray of cards is set in the selector before the typing is done. These rods fit in slots punched in the cards and this provides the selection. This has been on the market for some years but is not yet widely sold.

Then we have *suspension filing*, which I believe is definitely one of the filing methods of the future.

It seems like a small difference just to suspend a file folder from the top edge instead of standing it on its bottom edge but this simple change makes a world of difference. In a hanging folder, all the natural forces and physical principles work with and for the user, whereas in the standing folder they generally work against the user. Gravity works with you in a hanging folder but in the standing type it causes friction, sagging, and scuffing—and such devices as follower blocks and extra stiff guides are merely contraptions designed purely to overcome these faults and not to facilitate the filing or finding process itself. Suspension filing is free of such devices because it simply doesn't need them, and the space they

(*Turn to page* 104)



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Present Government regulations make it possible for us to provide our established dealers with small allotments of Renew Points for Esterbrook fountain pens, desk sets and Dip-Less sets. Because our production is still restricted we are distributing Renew Points on a quota basis designed to give each of our dealers a fair share. For this reason, dealer stocks may be limited for some time. Please be patient if your dealer is unable to fill all of your Renew Point requirements immediately.

The Esterbrook Pen Co. • Camden, New Jersey

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You Can Count On Stewart

With unparalleled service . . . unlimited variety . . . R. A. Stewart is your logical source for marking devices.

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Strongly constructed, Crown Numberers and Markers are good for the long pull. With clear numbers in various sizes.

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Buy War Bonds

Mr. FULTON says . . .

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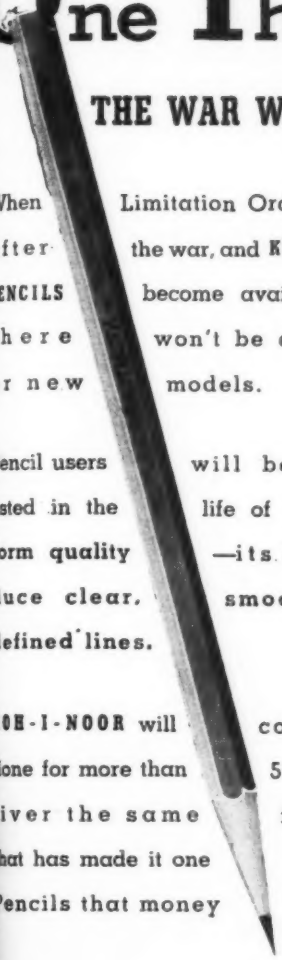
One Thing

THE WAR WON'T CHANGE



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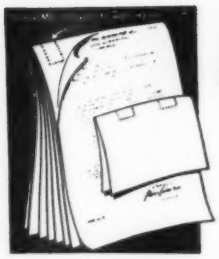

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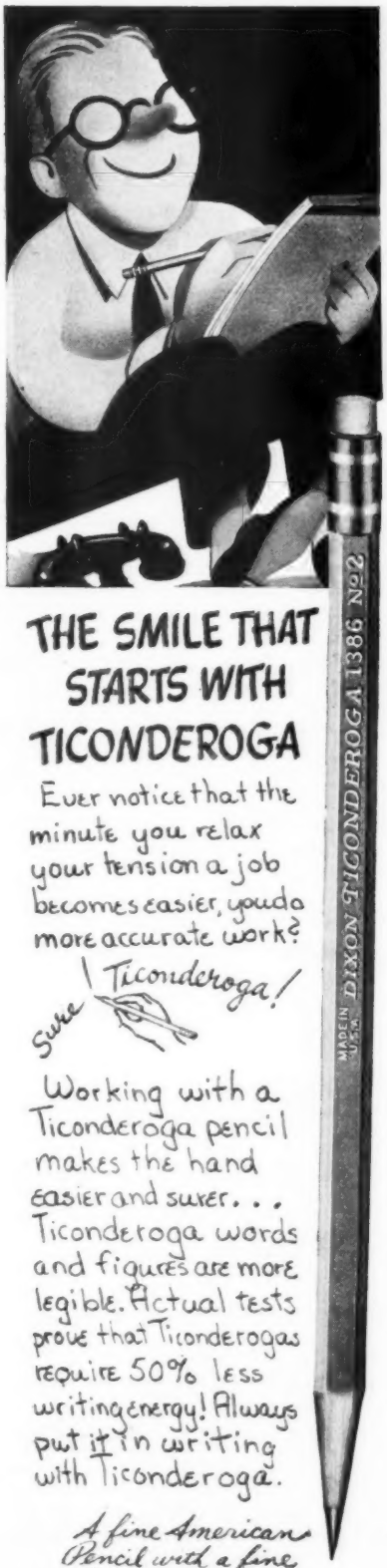

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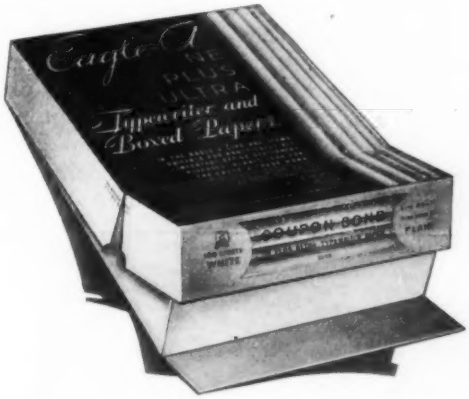
Represent the most complete line of nationally-known high grade Typewriter Papers on the market.



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require is saved. Tab headings cannot slump down and be hidden, even in a half-empty drawer.

Years ago when flat filing was in vogue, papers were filed in shallow drawers and the indexing of course was flat also. What a wonderful invention vertical filing was! It permitted the use of large file drawers containing about ten times the amount of papers that a flat file drawer contained, doing away with most of the furniture and partitions between the small flat drawers, and offering much more efficient use of filing space.

Here in suspension filing is the next great advance in folder filing. Not only is it really vertical filing, with every single folder in perfect vertical alignment, but even more important, the folders slide back and forth freely on their hanger rods, doubling the speed of handling and reference. In conventional filing, the folders must scuff along the bottom of the drawer with friction working against the entire bottom edges. In suspension filing, friction is reduced to two small points where the hanger rods ride on the side rails.

The ease and speed of filing under these conditions have caused many filing experts to claim suspension filing as one of the important filing methods of the future.

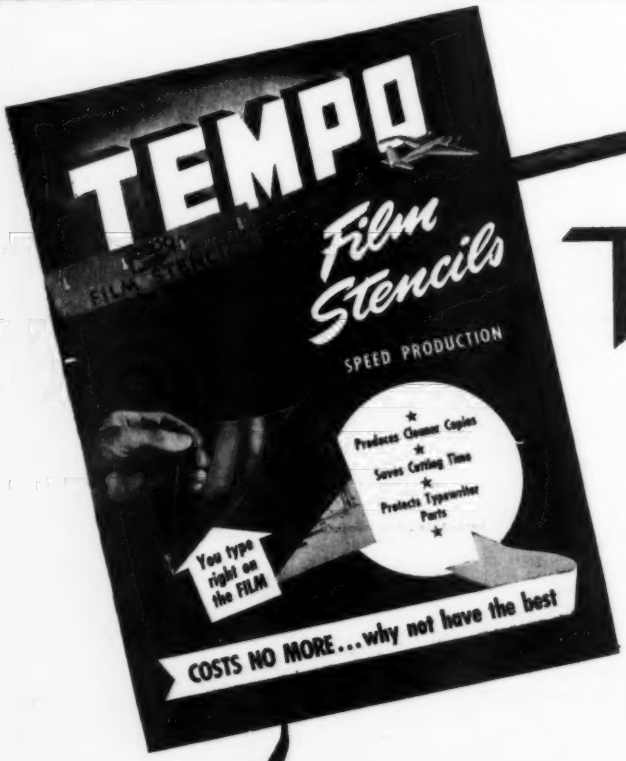
That ends my story, but in conclusion I want to emphasize what most of you already know, namely, that time-saving filing methods and systems are and will continue more and more in demand, and they therefore offer a most fertile field for sales effort. It is simple arithmetic. The greatest item of cost in running an office is salaries. It's foolish not to buy a system costing $300 if that system will save 20 per cent of the time of a $1,500 per year clerk. An investment which pays for itself in one to three years is always a winner. If we keep that principle constantly before us, we will get our full share of business in the post-war business world.

TSA HOLDS INSPIRING INSTALLATION

"Never one thing, and seldom one person, can make for success—it takes a number of them merging into one perfect whole," said Miss Caroline E. Slocum, past president of the Transcription Supervisors Association of New York, in her remarks delivered as presiding officer over the installation ceremonies for that organization held Sept. 13th at the Hotel Sheraton, New York. Miss Slocum presented each of the new officers with a floral bracelet.

The officers who will guide the destinies of the New York chapter of TSA for the coming season are Miss Ruth E. Delker, Manufacturers Trust Co., president; Mrs. Eunice S. Fallon, Royal Typewriter Co., vice-president; Miss Edith Stanley, Jos. Dixon Crucible Co., recording secretary; Mrs. Sybil Neale, Home Insurance Co., corresponding secretary, and Mrs. Mae C. Turbush, Firemen's Fund Idemnity Co., treasurer.

The October meeting will be held Monday evening, October 11th, at the Hotel Sheraton.



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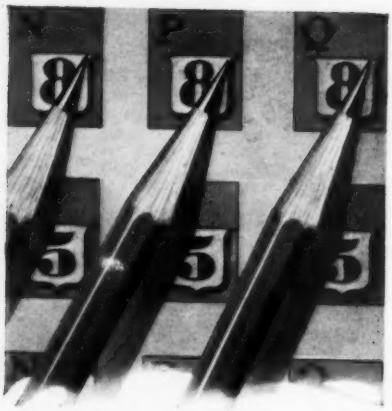

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Let's come to the point. Pencils aren't rationed, which is lucky, the way business is demanding Ticonderogas these days! When you equip your office with Dixon Ticonderogas, you're using pencils that are write-able long after other kinds would be shavings in the sharpener. As a matter of fact, Ticonderoga pencils thrive on rapid-fire dictation. And secretaries thrive on Ticonderogas. These smooth-writing pencils actually require 50% less writing energy!

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A. M. A. TO HOLD OFFICE MANAGEMENT CONFERENCE, OCT. 28-29

The major problems confronting office managers today will be comprehensively analyzed in an Office Management Conference sponsored by the American Management Association, at the Hotel Pennsylvania, New York, October 28th and 29th, according to an announcement by Henry E. Niles, the association's vice-president in charge of office management.

Office problems centering about manpower, methods and procedures, compensation, postwar planning and related subjects will be analyzed during the two-day session, it was stated by Mr. Niles, who is secretary of the Baltimore Life Insurance Co. and Chief of the Field Organization Branch, Office of Price Administration. Details of the conference program have been completed by the association's office management planning council, Mr. Niles said, and authoritative speakers to discuss each of the principal program topics have been selected.

Members of the planning council who formulated the conference program include, in addition to Mr. Niles: E. H. Conarroe, director, Management Service, Policyholders Service Bureau, Metropolitan Life Insurance Co., New York; Allen Everett, McKinsey & Co., New York; Norman C. Firth, managing editor, Dun's Review, Dun & Bradstreet, Inc., New York; L. A. Griffin, general office manager, Johns-Manville, New York; Mrs. Zalaine S. Hull, training department, Sperry Gyroscope Co., Brooklyn, N. Y.; Dr. Coleman L. Maze, professor of management, New York University; John Mitchell, vice-president, Uniform Printing & Supply Division, Courier-Citizen Co, Chicago; W. E. Tarr, general office manager, the Studebaker Corp., South Bend, Ind., and P. G. Wharton, general auditor, the Atlantic Refining Co., Philadelphia.

NEWS FROM THE NATIONAL OFFICE MANAGEMENT ASSOCIATION

During the period of October 17th to November 25th, the National Office Management Association will make a concerted drive for membership among the office managers of the Pacific Coast area. During that period, W. H. Evans, National secretary-treasurer, will tour Spokane, Seattle, Vancouver, Portland, Los Angeles and San Diego, as well as Denver, Oklahoma City, and Fort Worth. Attempts will be made to organize NOMA chapters in cities that are at present unrepresented.

Mr. Evans will be in Denver, October 21st; Spokane, October 27th; Vancouver, October 29th; Seattle, November 2nd; Portland, November 4th; San Diego, November 10th; Los Angeles, November 15th; Fort Worth, November 19th; and Oklahoma City, November 22nd. Any interested office executives may contact NOMA at 2118 Lincoln-Liberty Building, Philadelphia.

NOMA's St. Louis Chapter has set up a War Projects Committee for the specific purpose of aiding the war effort wherever possible. It has already secured the services of over 2,000 volunteer employes from approximately fifty different business organizations to assist in the filing work of the St. Louis gasoline rationing board.

The New York Chapter held its first meeting of the new fall and winter season at the Belmont-Plaza Hotel on September 15th. Subject of the evening was "Post-War Planning." The speakers, comprising a panel, were E. H. Conarroe, Management Service, Policyholders Service Bureau, Metropolitan Life Insurance Co.; J. S. Wiltse, Johns-Manville Corp.; and A. G. Whaley, United States Steel Export Co. The program for the entire year's meetings of the New York chapter will concern some aspect of post-war planning as it affects office management. A luncheon meeting to discuss other aspects of the subject was held a week later, on September 22nd. At the September meeting twenty-seven new members were welcomed to membership in the New York Chapter.

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Packed in attractive display boxes that will increase your sales.

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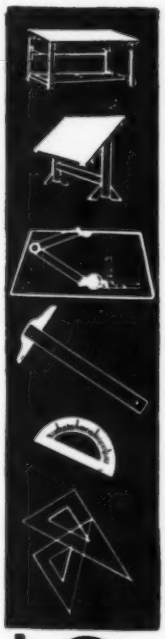

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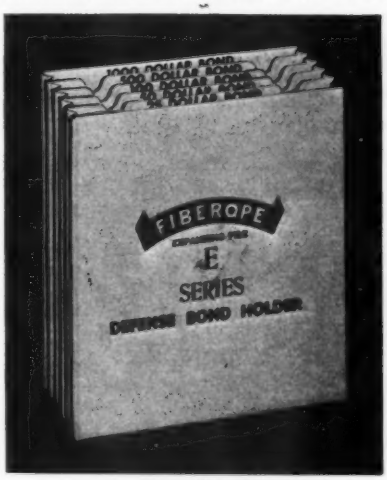

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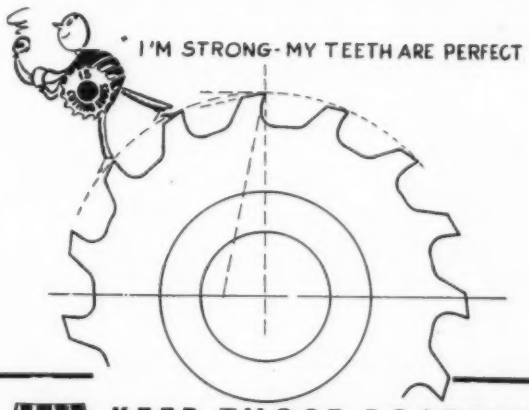

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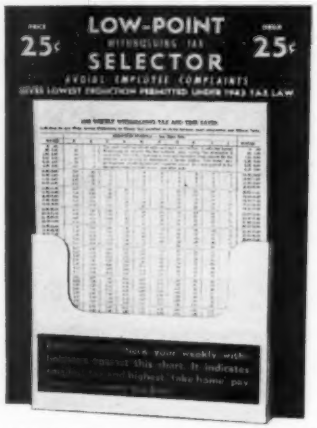

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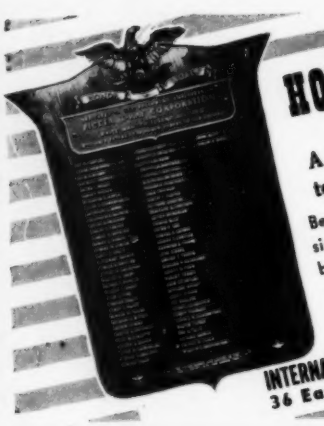

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Conspicuous among recent promotions of NOMA members in their companies have been the following: Alvin Babe, Philadelphia Chapter, promoted to assistant auditor of disbursements, Pennsylvania Railroad; J. C. Cushing, Montreal Chapter, to executive vice-president, National Breweries, Ltd.; N. C. Hale, Philadelphia Chapter, to Lt. Col., U. S. Army; Milton G. Ihrig, Hartford Chapter, from superintendent Western Union's New Haven office to superintendent of the Hartford office; Ralph D. Rice, Dallas Chapter, appointed manager of Butler Bros. branch there; H. J. Ward, Philadelphia Chapter, appointed deputy controller, Pennsylvania Railroad.

NEW OFFICERS ELECTED AT CONTROLLERS ANNUAL MEETING

E. W. Burbott, controller and assistant treasurer of the A. B. Dick Co., Chicago, was reelected a vice-president of the Controllers Institute of America at that organization's annual national business meeting, held September 20th at the Waldorf-Astoria, New York. John C. Naylor, vice-president of the Pet Milk Co., St. Louis, was elected president, succeeding T. C. McCobb, controller of the Standard Oil Company (New Jersey).

NEW BOOKLET AVAILABLE ON GELATIN AND SPIRIT DULICATION

A new booklet of special interest to owners and operators of duplicating machines is "Duplicator Facts", published by the Hammermill Paper Co., Erie, Pa. It explains (with easy-to-understand drawings) the principles of both the spirit and gelatin duplicator processes, gives helpful technical information about each for the production of good copies, tells how to make the best "masters" for long runs, and includes a handy operating guide for the duplicator operator. "Duplicator Facts" is free and may be had by writing (on business letterhead) to the Hammermill Paper Co.

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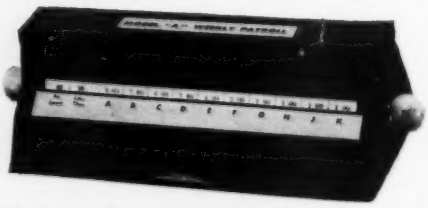

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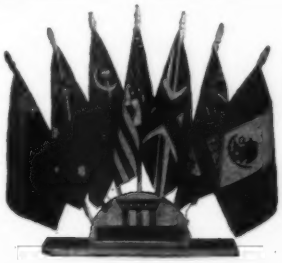

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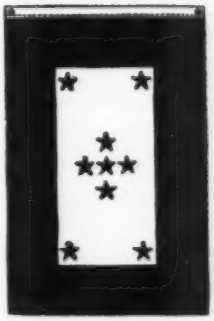

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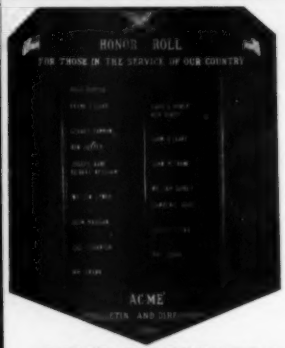

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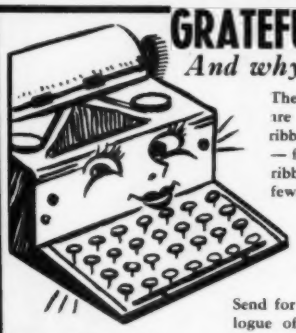

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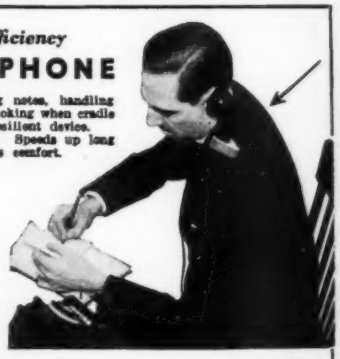

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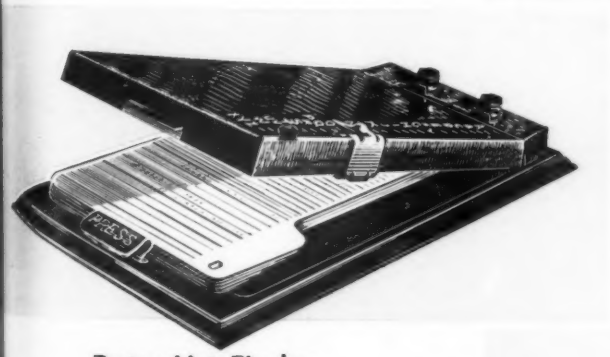

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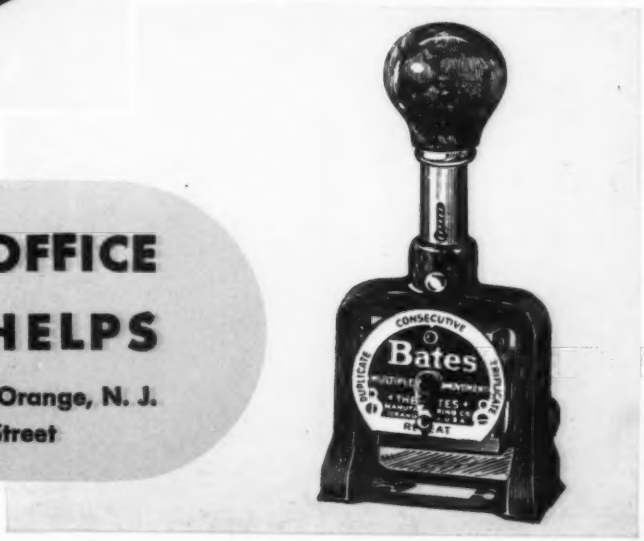

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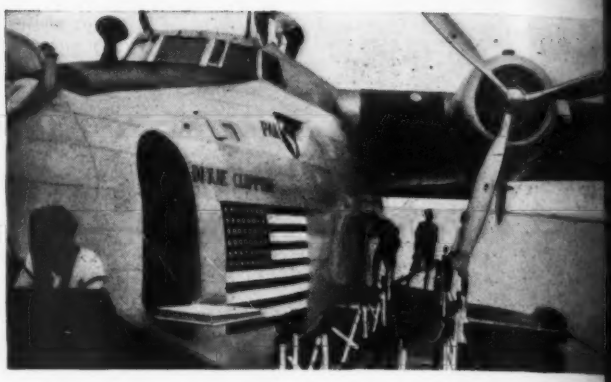

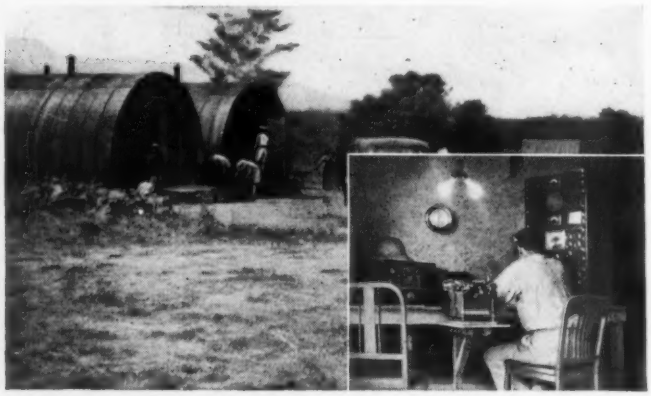

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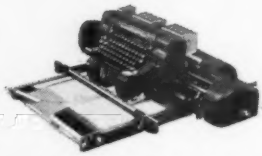

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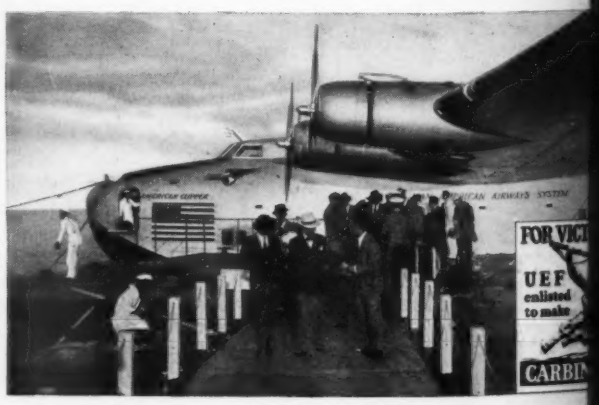

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